

## POSITION AVAILABLE

### POSITION TITLE: ADMINISTRATIVE ASSISTANT – HUMAN RESOURCES

**LOCATION:** Main Campus

**IMMEDIATE SUPERVISOR:** Administrator of Human Resources

**AREA DIRECTOR:** Director of Human Resources

**REQUIREMENTS:** BS in Human Resources. Business or related field or equivalent combination of education and experience; office management experience; proficient working knowledge of Microsoft Office products, including Word, Excel, and Access. Knowledge of Datatel systems is preferred. Prior Human Resources experience strongly preferred. Attention to detail and confidentiality a must. Must be able to work under pressure with multiple deadlines in a professional and pleasant manner. Must be able to work well with a diverse population and be able to work independently with minimal direction.

**PRIMARY DUTIES** include but are not limited to:

1. Assist the employees of the College with their Human Resource needs.
2. Perform general secretarial and receptionist duties including: opening and distributing mail, answering inquiries, updating employee files: name, address, phone, emergency information, beneficiaries, position, etc...
3. Perform data entry of personnel information on employees including wages, benefits, and personal information.
4. Coordinate the input, editing and posting of all job announcements for internal and external job openings, including writing classified advertisements as needed.
5. Coordinate the administration and tracking of FMLA, Workers Compensation, and Leaves of Absence.
6. Coordinate tracking and reporting of the Staff and Administrative employees' vacation and sick leave.
7. Coordinate the Background check procedure for all new hires.
8. Gather resumes and maintain applicant tracking system.
9. Supervise and coordinate the assignments of the work study students.
10. Maintain accurate Human Resources paperwork and payroll notes to ensure prompt and correct compensation for all employees, including faculty, staff, administrators, adjunct faculty, tutors and graduate assistants.
11. Gather, verify and record bi-weekly time cards for sick, vacation and other time away from the workplace.
12. Verify employment for active employees for all bank credit references and loans.
13. Verify data needed for new hires: W-4, I-9, workers compensation, permanent record cards and other file data.
14. Coordinate the hiring process for summer student employees including: initial notification and recruiting; assigning student employees to area; notifying students of employment and sending out and collecting employment forms.
15. Other duties as assigned by the Director.

**TYPE:** Exempt, full-time with benefits

**Send resume with three (3) work-related references to:**

**Human Resources  
Mercyhurst College  
501 E. 38th Street  
Erie, PA 16546**

**FAX: 814-824-2020**

**Email: [hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)**

**Mercyhurst College is an equal opportunity employer that encourages members of diverse groups to apply.**