



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	1/11/2018	POSITION #:	FS9998
NAME OF INCUMBENT(S):			
JOB TITLE:	HR Administrative Assistant		
DIVISION:	Finance, Administration & Advancement		
DEPARTMENT:	Human Resources		
PAY TABLE/LEVEL/GRADE:	Professional Support 5	REPORTS TO:	FA9813

STATUS: *Please click the appropriate boxes that apply.*

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input type="checkbox"/> Bargaining Unit: _____ | <input type="checkbox"/> Individual Position | <input type="checkbox"/> Part-Time: _____ Hours/Week |
| <input checked="" type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | _____ No. of Employee if this position is pooled. | |

JOB SUMMARY: *(This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)*

The Administrative Assistant for Human Resources provides direct support to the Executive Director of Human Resources. This position provides office leadership and support to the HR Directors and the HR Managers. The Administrative Assistant is responsible for ordering supplies, managing the HR budget, reconciling expenses, assisting the Directors and Managers with travel, scheduling the work hours and supervising the student employees. Additionally, this position is responsible for coordinating the annual employee recognition and sabbatical leave activities. The position is also responsible for assisting and responding to the questions and concerns of customers, ensuring that the highest level of customer service is delivered at the front counter, face to face with customers and all telephone and email interactions. This position requires that the incumbent exhibits exceptional professionalism, judgment, confidentiality, and the ability to analyze and resolve stressful situations with diplomacy and flexibility.

DIRECT REPORTS: *(If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).*

Direct Report(s):	<i>Click here to enter position numbers. Use comma to separate</i>
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ESSENTIAL DUTIES AND RESPONSIBILITIES: *Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.*

%	No	Essential Duties and Responsibilities
<u>35</u>	1	Ensures Human Resources daily office functions are completed in a timely and efficient manner.
<u>15</u>	2	Coordinates the HR team's calendar including scheduling of meetings, conferences, committee and department functions. Conducts research to obtain necessary information for meetings, conferences and committees.
<u>15</u>	3	Coordinates the annual employee recognition, sabbatical leave, United Way/charitable giving & retirees luncheon activities
<u>15</u>	4	Monitors yearly budget, create purchasing requisitions, budget transfers, and assemble budget data to assist in constructing future budgets for the Human Resources department.
<u>5</u>	5	Prepares Human Resources related information for the Board of Trustees as directed.
<u>5</u>	6	Supervises support staff and student staff.
<u>5</u>	7	Expected to work independently and initiate work while staying current regarding departmental, Divisional and College plans, policies and procedures.
<u>5</u>	8	Responsible for general office efficiency and effectiveness and provide guidance to the HR staff.
	9	<i>Click here to enter text.</i>
	10	<i>Click here to enter text.</i>
	11	<i>Click here to enter text.</i>
	12	<i>Click here to enter text.</i>
	13	<i>Click here to enter text.</i>
	14	<i>Click here to enter text.</i>
	15	<i>Click here to enter text.</i>

CORE COMPETENCIES. *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

Demonstrate competence in college systems and computer software:

- Working knowledge of computer software: Microsoft Office, BANNER & BANNER Finance, Outlook
- Proficiency with word processing
- Accurately enters data into systems
- Ability to learn new systems and processes quickly
- Ability to compose and edit written materials

Customer Focus

- Professional telephone skills
- Conflict resolution skills
- Ability to provide excellent customer service
- Ability to interact effectively with both internal and external customers
- Possess the ability to work in a collaborative manner with all college staff

Plans, prioritizes and organizes task effectively, anticipating and adjusting for obstacles.

- Ability to search, collect, compile, analyze and disseminate information
- Ability to independently perform a variety of duties and balance multiple priorities on a continuing basis
- Ability to prioritize and schedule several meetings and schedules
- Manage workload in a fast paced environment
- Ability to be proactive regarding office matters
- Ability to be flexible, analytical, and manage multiple and complex tasks

Practices fiscal responsibility related to HR Budget, College policies & procedures.

- Extensive knowledge of College financial organization, policies, and procedures

- Knowledge of budget planning and implementation

Knowledge of College policies & procedures

- Working knowledge of Labor Contracts.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

Required

- High School graduate.
 - Significant progressively responsible administrative/office manager experience.
 - Significant experience with Microsoft applications.
 - Excellent organizational, communication, and interpersonal skills.
- Administrative experience in budgeting and financial reporting.

Preferred

Associate’s or Bachelor’s degree in Human Resources, Labor and Industrial Relations, Business or related field is preferred.
 Minimum of 1 year experience in budgeting and financial reporting.
 Experience supporting labor relations and training programs.
 Experience within a Human Resources environment.

PHYSICAL AND MENTAL REQUIREMENTS: *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

WORK ENVIRONMENT: *Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

Incumbent’s Name (if any).		Incumbent’s Signature*	Date
Supervisor’s Name		Supervisor’s Signature*	Date
Dean/ELT’s Name		Dean/ELT’s Signature	Date
<i>Note: Signature means approval, otherwise return for signatures.</i>			
Human Resources Rep.		HR Rep Signature	Date
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>			

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form . Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: FS9998

Date: *Click to enter a date.*

Supervisor's Position #: FA9813

Materials Used:

Standard Office Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier. collator, reproduction |

Others, please list:

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- | | | | | |
|--|--|--|--|------------------------------------|
| <input checked="" type="checkbox"/> Climbing | <input type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input type="checkbox"/> Balancing | <input type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Stooping | <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding | |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
 - Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
 - Medium (exert 21-50 lbs of force, walk/stand frequently)
 - Heavy (exert 51-100 lbs of force, walk/stand routinely)
 - Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

- | | |
|---|--|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Extreme cold (inside, outside) | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises |
| <input type="checkbox"/> Confined/restricted spaces | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |