

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Assistant to the Office of
Human Resources

GRADE

MC

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ORGANIZATIONAL UNIT

Human Resources

REPORTS TO

Vice President for
Human Resources

APPROVED BY

SUMMARY

Provides administrative and office support for the Office of Human Resources. Works independently on various office administration functions, including those of a timely, sensitive, and confidential nature. Assists with human resource functions including, but not limited to, personnel actions, including labor matters and negotiations, recruitment, onboarding, payroll, and benefits. May coordinate human resources projects. Supports an inclusive environment and works with a diverse population. Models excellence in service to the College community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the primary administrative support staff for the Office of Human Resources by scheduling appointments, managing calendars, room reservations, and preparing correspondence, etc.;
2. Assists, prepares, and edits human resources communications and documents that include and are not limited to Board of Trustee resolutions, appointment letters, and personnel action correspondence for the Faculty Student Association, TC3 Bistro, and Farm;
3. Receives, reviews, and distributes internal and external correspondence; directs telephone calls, takes messages, and redirects inquiries as appropriate;
4. Maintains an accurate human resource filing system, which includes but is not limited to new hire forms, personnel action letters, evaluations, transcripts, etc.;
5. Receives, processes, records, and files change of address and employment verification requests;
6. Assist the College community and the public with human resource questions and/or concerns, such as employment applications and general human resources information and forms;
7. Processes employee transactions and effectively and accurately communicates to payroll and other offices as necessary;
8. Assists with the processing of student employees, student employee recruitment, requisitions, applicant tracking, onboarding, and payroll processing;
9. Prepares, analyzes, and distributes correspondence and reports using appropriate College technology;

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10. Prepares, processes, and records expenditures for the human resource office, including reviewing payroll deductions for accuracy and communicating with employees when necessary changes occur;

11. Prepares and processes documents directly related to labor and management matters including, but not limited to, negotiations, grievances, and arbitrations;

12. Assists human resources staff with all aspects of office initiatives, including but not limited to benefit fairs, job fairs, personnel actions, orientations, professional development initiatives, and training programs;

16. Inventories and orders office supplies;

SUPERVISION

Types Supervised (check each category):

___ Classified Staff
___ Administrative

___ Faculty
___ Adjunct faculty/students, etc.

Indicate the number of direct reports in each category:

___ # of Classified Staff
___ # of Administrative
___ # of FSA
___ of Faculty
___ # of Adj. faculty/students, etc.

MINIMUM QUALIFICATIONS:

Associate's degree and three (3) years of human resources or related office experience, or Bachelor's degree and one (1) year of human resources or related office experience required.

Qualified candidates will be dependable, confidential, have an attention to detail, be concerned for others, and model excellence in service leadership. Experience working with Microsoft Office products is required. Executive-level office experience, ability to manage conflicting priorities, and experience working in a higher education setting.