



CASUAL HR ADMINISTRATIVE ASSISTANT

Human Resources

POSITION SUMMARY

Reporting to the HR Staffing Specialist and Employment Manager, the HR Administrative Assistant is responsible for providing temporary administrative support to the Human Resource office and for the processing, onboarding and data entry of all student employment applications.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Administrative Support

1. Receptionist for front desk / Gate-keeper
2. Provides information such as employment procedures and forms.
3. Coordinates the maintenance of personnel files and other employee related documentation
4. Open Mail and distribute to HR staff.

Onboarding

1. Coordinates the distribution and completion of new hire paperwork and follows up on incomplete paperwork if necessary.
2. Conducts background checks and reference checks on new employees.
3. Updates recruitment reports.

Student Employment

1. Process all paperwork for new student hires.
2. Responsible for data entry of all student applications into Banner.
3. Maintain job posting sites for on-campus student positions.
4. Provide assistance and troubleshoot student issues during onboarding.
5. Assist with providing information to students regarding the on-campus student employment process.
6. Performs other duties as assigned or requested.

QUALIFICATIONS

Required Qualifications:

- Requires a minimum of 2-3 general office/administrative support experience.
- General knowledge of Human Resources procedures.

- Exceptional customer service demeanor as well as the ability to work in a fast paced, deadline driven environment is crucial for success in this position.
- Must have excellent organizational skills and attention to detail.
- Excellent phone etiquette.

Preferred:

- Bachelor's degree.
- Ability to work with and maintain highly confidential information with the utmost discretion is essential.
- Ability to handle multiple daily job responsibilities simultaneously in an environment with frequent interruptions.
- Must possess excellent written and oral communication skills and the ability to handle multiple tasks effectively and efficiently.
- Knowledge of state and federal regulations in assigned area.
- Ellucian / Banner experience is highly preferred
- Bilingual in Spanish preferred.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu. Please write "Casual HR Administrative Assistant" on the subject line when applying for the position.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.