



MERCYHURST
UNIVERSITY

501 East 38th Street
Erie, PA 16546
814-824-2000
800-825-1926
mercyhurst.edu

Human Resources Administrative Assistant

Location: Erie

Department: Human Resources

Reports To: Director of Human Resources

Full/Part Time: full-time/nonexempt

Closes: open until filled

POSITION SUMMARY

Completes administrative duties for the Human Resources Office and provides support to all members of the Human Resources Department. Demonstrates a high degree of customer service, professionalism and decision making while maintaining the highest degree of confidentiality.

DUTIES AND RESPONSIBILITIES

- Serve as first point of contact in office and on phones to assist prospective and current employees with their Human Resource needs.
- Triage questions, concerns, and needs of prospective and current employees.
- Perform general secretarial and receptionist duties including opening and distributing mail, answering inquiries, staffing front-desk, updating employee files: names, address, phone, emergency information, beneficiaries, position, and providing general administrative support to assist in operations of department.
- Perform data entry of personnel information on employees including wages, stipend payment benefits, and personal information. Responsible for reviewing payroll previews to ensure accuracy of the data entered as it relates to employee's pay.
- Manage and coordinate search process for new positions including reviewing approved PRFs, posting positions, creating shared position folders, adding resumes to folders, granting access to search committees/hiring managers. Responding, as appropriate, to applicants.
- Manage the employee leave (benefit) data, to include fiscal year loading, new hire loading (prorated calculations), calculating vacation payout and entering the stipend, handling employee inquires and issues regarding Leaves and Self Service.
- Manage parking fee payroll deductions.
- Completion of all employment verifications.

- Assist the Director of Human Resources with data analysis and collection for special projects as required.
- Under the direction of the Director of Human Resources, manage and ensure compliance of the University's clearances related to employees and volunteers.
- Assist with coordinating HR meetings and events.
- Onboarding of employees, reviewing onboarding packets, and entering new hire data into the HRIS and reviewing data and related payroll for accuracy.
- Verify data needed for new hires: W-4, I-9, workers compensation, permanent record cards and other file data. As related to I9 forms; review and process identification documents, complete the employer section of the form, enter data into e-Verify and complete an annual audit of all I9 forms to ensure compliance.
- Processing personnel files to include creating new files for new employees and processing the file of terminated employees in accordance with record retention policies.
- General Filing
- Other duties as assigned by the department.

EDUCATION AND EXPERIENCE

- Bachelor's degree in human resources, business or related field or equivalent combination of education and experience.
- Office management experience.
- Prior Human Resource experience strongly preferred.

SKILLS AND ABILITIES

- Ability to make decisions, exhibit sound and accurate judgement and makes timely decisions.
- Ability to work independently.
- Strong and effective verbal and written communication.
- Strong computer skills, proficient working knowledge of Microsoft Office products, including Word, Excel, and Access.
- Attention to detail and confidentiality a must.
- Strong listening and interpersonal skills.
- Strong organizational skills and ability to manage multiple priorities.
- Ability to work with diverse populations.
- Knowledge and experience with Colleague UI preferred.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until the date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street

Erie, PA 16546
hrinfo@mercyhurst.edu

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Candidates must be currently eligible to work in the United States