



NEW YORK
CHIROPRACTIC
COLLEGE

Finger Lakes School of Acupuncture & Oriental Medicine
School of Applied Clinical Nutrition

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JOB POSTING
OFFICE OF HUMAN RESOURCES
January 20, 2011

POSITION: HR Assistant (Part-Time)
DEPARTMENT: Human Resources
DIVISION: Finance and Administrative Services

Hours: Monday through Friday, 9:00 a.m. to 2:00 p.m.

GENERAL DESCRIPTION: Reporting to the Human Resources Manager, assists with the administration of the day-to-day operations of the Human Resources Department.

SPECIFIC RESPONSIBILITIES:

1. Provide administrative support to the Human Resources Department, to include, not limited to: answering the telephone, sorting and prioritizing mail, composing and sending various correspondence, maintain the Human Resources manual filing systems and, input data in the HR database for active and inactive staff employees.
2. Assist with the recruitment process by placing advertising, managing the flow of applications by tracking incoming applicants, sending out written acknowledgements to all applicants, scheduling interviews, conducting reference checks, and maintaining a filing system that retains applications up to three (3) years.
3. Maintain a sufficient office supply of all new hire employment forms and new hire benefit folders, establish a personnel file for all new staff hires, make copies of new hire paperwork for personnel file and forward necessary paperwork to payroll.
4. Process check requisitions for employee's Flexible Spending Account reimbursements.
5. Process all Fish Tale Nomination certificates in a timely manner and ensure copies of nominations are distributed to nominee's supervisor, and filed in the employee's personnel file.
6. Assist the Human Resources Manager with events such as the annual holiday celebrations, annual United Way campaign, and other HR related special events.
7. Assist with other HR related projects and programs as needed.

QUALIFICATIONS: High school diploma or equivalent required. 1 - 3 years of administrative assistant experience required. Human Resources experience desired. Attention to details is necessary. Requires effective written and oral communication skills, excellent interpersonal skills, and computer literacy. Must be able to hold a high level of confidentiality.

If you are interested in applying for this position, please submit a cover letter, resume, and list of three references to the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to:

sblackburn@nycc.edu.