

HR Assistant

Required Qualifications (as evidenced by an attached resume):

Bachelor's degree (foreign equivalent or higher). Two (2) years of full-time administrative experience. Human Resources (HR) experience. Demonstrated proficiency with computer software with Microsoft Office and/or Google applications.

Preferred Qualifications:

PHR or SHRM-CP certification. Two or more years of full-time Human Resources experience. Recruiting/Talent Acquisition experience. Experience working with an applicant tracking system. Experience working with an HRIS.

Brief Description of Duties:

The Human Resources Assistant will assist the HR Business Partner with the coordination of all HR functions for the College of Engineering and Applied Sciences, displaying utmost confidentiality. This will include recruitment, hiring and retention, report and records management, and employee relations. The HR Assistant must have the ability to work independently and manage multiple priorities in a fast-paced, deadline-driven environment. Excellent organizational, analytical, written, and verbal communication skills will be necessary for success.

Duties:

CEAS HR administration and compliance support:

- Provide support in the recruitment process in the applicable applicant tracking system (ATS) for faculty, staff, and student positions.

Coordinate mid-search and/or EEO review based on the type of hire. Assist departments to confirm all appropriate search processes are adhered to.

Review and track requisitions/forms based on the transaction (e.g. search, reclassification, promotion, exception to search, increase in duties, extra service, etc.) confirming all fields, required documentation and applicable budget approval are included and accurate.

- Provide departmental assistance in drafting all HR-related correspondence such as non-salaried appointment letters, acknowledgment letters, formal offers, etc.
- Assist in the preliminary review, tracking, and reporting of all faculty/staff reappointments and promotion and tenure files. Share reporting with departments to manage compliance and adherence to deadlines.
- Responsible for coordinating and processing employment-related change requests/transactions utilizing the appropriate system; (e.g. appointments, terminations, salary information, personnel, and payroll transactions, etc.). Routing necessary items to HR Business Partner and/or Budget team for approval signatures. Responsible for submissions and appropriate follow-up.
- Assist in the review, processing, and tracking for all leaves (e.g. FMLA, Sabbatical, etc).

- Assist in the administration of faculty and staff recognition programs and employee engagement initiatives.
- Provide assistance or training as needed for departments.
- Co-manage and organize CEAS main inbox.
- Liaison with CEAS departments and University areas as appropriate.

Report Management:

- Assist with tracking College-wide transactions: Compile and distribute reports on action status, follow-up with appropriate reminders, and ensure adherence to deadlines.
- Ensure HR information and reports are accurate and up to date.
- Assist with maintaining an HR database for college-wide policies & procedures.
- Maintain a probation/permanent appointment report: distribute to the appropriate area, review package submissions for accuracy, and follow-up as appropriate to ensure adherence to deadlines.
- Update and track performance programs and evaluation reports to ensure departmental compliance: preliminary distribution of new hire performance programs to appropriate areas, review submitted documents to ensure position standards are accurately represented.

Record and File Management:

- Maintain college-wide personnel-related files and records database for all employee-related information, ensuring the database remains up-to-date and accurate.
- Assist in the onboarding and offboarding of employees.
- Maintain HR requisition database for all positions and search-related documents.
- Maintain an HR master list to adequately reflect college-wide changes and information.
- Update and maintain appropriate organizational charts for the College.
- Attend training and/or other professional development opportunities as assigned.
- Other duties as assigned as appropriate to rank and departmental mission.

Special Notes:

This is a full-time appointment. FLSA Non-Exempt position, eligible for the overtime provisions of the FLSA.

In addition to the employee's base salary, this position is eligible for \$3,087 UUP annual location pay, paid biweekly.

For this position, we are unable to sponsor candidates for work visas.

Resume/CV and cover letter should be included with the online application.

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity

or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the university Office of Equity and Access (OEA) at or visit <https://www.stonybrook.edu/commcms/oea/>.

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed<https://www.stonybrook.edu/police/><https://www.stonybrook.edu/police/>.

Visit our<https://www.stonybrook.edu/commcms/jobs/working-here/index.php><https://www.stonybrook.edu/commcms/jobs/working-here/index.php> page to learn about the **total rewards** we offer.

Salary: \$55,000-\$60,000

To apply, visit <https://apptrkr.com/5155375>

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