

HUMBOLDT STATE UNIVERSITY



Human Resources Assistant

Department of Human Resources

Job #20-22

Close Date: Thursday, March 11, 2021

(Job #20-22) Administrative Support Assistant II, Human Resources Assistant, \$2,705-4,592/month. Appointments are typically made at the beginning of the salary range. This is a temporary, full-time, benefited, 12-month pay plan position in the Department of Human Resources (HR). Regular work hours will be Monday through Friday, 8 AM to 5 PM. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Under general supervision, the Human Resources Assistant provides administrative support for a broad range of Human Resource functions while serving as the first point of contact for the office.

Duties: Responsibilities of this position include:

- Acting as receptionist for the HR office
- Providing orientation to new employees
- Providing and inputting data in various databases and systems
- Advising current employees of benefit changes
- Assisting with processing of various documents
- Answering a broad range of general questions regarding recruitment, benefits, workers' compensation, training, fee waiver, etc.; and
- Performing a variety of office support activities for the department.

Minimum Qualifications: Completion of a high school program or its equivalent and some experience in an office environment that has provided the applicant with the knowledge, skills, and abilities listed below

Required Knowledge, Skills, and Abilities:

- Demonstrated excellent Interpersonal skills including the ability to work cooperatively and effectively with staff, faculty, students and the general public in person and over the telephone
- Demonstrated experience working effectively with a diverse population
- Thorough knowledge of correct English grammar, spelling and punctuation and the ability to communicate effectively both orally and in writing
- Demonstrated ability to be punctual and adhere to regular work hours
- Demonstrated proficiency with word processing and spreadsheet applications, specifically Microsoft Word, Excel, APEX, and Access
- Ability to perform detail work with a high degree of speed and accuracy
- Ability to effectively organize, prioritize and complete tasks independently in a fast-paced environment with frequent interruptions and conflicting deadlines
- Thorough knowledge of office methods, procedures and practices
- Ability to make independent decisions and exercise sound judgment
- Demonstrated ability to maintain a positive demeanor and attitude during busy and stressful periods
- Demonstrated ability to establish and maintain effective working relationships in a team-oriented environment
- Demonstrated sensitivity to cross-cultural perspectives and experiences
- Demonstrated ability to maintain a high degree of confidentiality and exercise discretion and appropriate judgment in handling sensitive material; and
- The ability to understand, interpret and apply policies and regulations in specific situations.

Preferred Qualifications: Two years of progressively responsible general administrative support experience is preferred. The successful candidate should be detail oriented and be able to handle diverse tasks concurrently in a fast-paced setting; demonstrate adaptive use of available technology; have experience maintaining confidentiality in a professional office; have experience performing efficient and accurate data entry; experience with the Microsoft Office suite (with an emphasis in Excel, Word, and Access). Human Resources and/or Payroll experience is preferred.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/83963>

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Thursday, March 11, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU's Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 1032

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See more photos at [Humboldt State University's Flickr page](#).