HUMAN RESOURCES ASSISTANT
Human Resources Department

Canisius College is accepting applications for a Human Resources Assistant. The HR Assistant will be a resource for all HR functions including recruitment, HRIS, benefits and employee relations. This is a full-time position that reports to the Associate Vice President for Human Resources and Compliance and, at times, will exercise independent judgment in the management of human resources functions.

Responsibilities include performing a variety of professional and administrative duties that facilitate the day-to-day operations of the Human Resources Department. Act as the primary point of contact for both internal and external constituencies; assist and represent the Associate Vice President for Human Resources and Compliance by handling multiple incoming issues and concerns addressed to the AVPHR as they arise in a confidential and professional manner. The incumbent is responsible for the development and delivery of progressive human resources services.

RESPONSIBILITIES:

- Represent the HR department by answering phones, greeting all visitors and supporting the HR Department’s strategic objectives.
- Proactively assist the HR Department with assignments. Interpret and communicate policies and procedures and serve as a liaison to respond to all internal and external inquiries.
- Assist with all recruitment activities including: posting, interview scheduling and other areas as needed.
- Prepare communications and presentations in Powerpoint, Excel and Word as needed.
- Ensure compliance with all applicable federal, state and local legal requirements and Canisius College hiring policies.
- Maintain accurate employee files and manage audit processes for compliance.
- Enter applicant and employee data into the human resources information system (HRIS).
- Extracts data using queries and reports based on campus department needs.
- Assists with the coordination of all benefit programs including communications.
- Coordinate and participate in department meetings, events, committees, trainings, new hire onboarding, conferences, etc.
  - Organize HR programs, recognition events and other campus events.
- Manage the AVPHR/HR Department calendar, schedule appointments and meetings as required. Make certain that identified priorities are addressed in a timely manner.
- Screen and coordinate communications, draft correspondence for the AVPHR for signature. Track and follow-up on requests, identify those of importance which require attention.
- Handle special projects for the Human Resources Department.
- Oversee office responsibilities. Process Centresuite and direct pay requests through BANNER.
- Hire, train, supervise and schedule student employees.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

- Minimum of 1 year of Human Resources or related internship experience(s).
- A Bachelor’s degree in Human Resource Management or related field.
- Professional demeanor required to effectively communicate with both internal and external constituencies including, College President and Vice Presidents, College Deans, students, parents, the business community, and the general public.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- A demonstrated history of excellent judgment, self-direction and strong interpersonal skills.
- Strong decision making ability, strict observance of confidentiality, close attention to detail and accuracy, and follow through.
- A life-long learner to maintain competencies in technology and analytics.
- The ability to graciously channel requests and calls appropriately, leaving the caller with the sense that Canisius College is concerned with their needs and wants to meet them.
- The ability to anticipate schedules and deadlines and move projects forward.
- Expert level verbal and written communication skills.
- Strong analytic skills and business acumen.
- Proficient in Microsoft Office, especially Word, Excel and PowerPoint with the ability to learn new programs. HRIS experience preferred. Excellent calendar management skills, including the coordination of complex meetings.
- Strong organizational skills and the ability to manage multiple and diverse projects while meeting daily deadlines.
- Knowledge of and strong commitment to Jesuit higher education and the college’s mission.

To apply, please send a cover letter, resume and contact information for three references by May 20, 2016, to Human Resources at hr.recruiter@canisius.edu (put HR ASST in the subject line of your email) or Human Resources, 2001 Main Street, Buffalo, New York 14208.

Canisius College is an independent, co-educational, medium sized institution of higher education conducted in the Catholic and Jesuit tradition. Minority candidates strongly encouraged to apply. Canisius College is an Equal Opportunity Employer.