

# JOB DESCRIPTION



---

**Position Title:** HR Building Assistant

**Department:** Human Resources

**Employment Category:** Classified Staff

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Non-exempt

**Remote Work Eligible:** No

**Parameters:** 40 hours/week; 12 months/year    **Pay Grade:** CS08

---

**Position Summary:** The HR Building Assistant is responsible for serving as receptionist for the Human Resources Building, for providing excellent customer service in a helpful and cheerful manner, and for providing office management and project support to the departments and staff as needed.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides exceptional customer services to students, employees, and the public by serving as building receptionist; responds to incoming calls and routes as appropriate, greets visitors and directs as required; prepares, receives and distributes letters, memoranda and other correspondence; logs, tracks and distributes documents

Provides logistics support to the human resources department, including assisting in the processing of employment searches, candidate interviews, professional development records entry, background screenings, onboarding paperwork, etc.

Provides clerical and organizational support to building staff; maintains and tracks information, performs data entry and verification, ensures data integrity, processes mail and correspondence, compiles periodic reports, performs routing, copying, filing, and maintains office supplies inventory

Assists in the maintenance of fiscal records; processes purchase and travel requisitions, purchase orders, invoices, travel vouchers, etc. and reconciliation of budgets, investigates vendor issues as needed; reconciles and files purchase card transactions for building staff as required

Assists in the development, organization, and implementation of department activities, events and meetings; serves as point of contact for upcoming events

Assists in the maintenance of department web pages and various social media platforms, ensures all data is current and accurate

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

# JOB DESCRIPTION



## **Education and Experience Requirements:**

Associate's degree from a regionally accredited institution of higher learning recognized by the US Department of Education  
Three years related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications  
Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public  
Ability to work accurately, efficiently, and effectively with all types of data  
Ability to maintain accurate office procedures  
Ability to work under pressure with frequent interruptions

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Executive Director of Human Resources

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.