

California State University, Fresno Foundation

HUMAN RESOURCES ASSISTANT – AUXILIARY HUMAN RESOURCES

JOB ANNOUNCEMENT #20-121

POSITION:	Part-time, non-benefited, non-student position available for the California State University, Fresno Auxiliary Human Resources Office. Under the direction of the Human Resources Director, this position assists with the day-to-day tasks within the Human Resources department. The Human Resources Assistant will work 25 hours per week (schedule may vary depending on needs of the office).
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Human Resources Director, the incumbent will perform a wide variety of clerical tasks and provide administrative support to the Human Resources staff. Typical responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Provide customer service to a diverse population including Fresno State students, Faculty/Staff and non-Fresno State employees • Create and distribute new hire packets for part time and student employees • Review new hire packets for completeness and contact employees when needed • Input new hires into employee system • Verify I9 documents and submit to E-Verify • Review and audit new hires entered into the employee system • Prepare and conduct orientations for Dining Services new hires, as needed • Issue parking permit authorizations and staff ID applications • Prepare payment authorizations for payment of invoices as received • Perform general administrative support functions such as customer service, record-keeping, and file maintenance • Complete employment verifications for current and previous employees • Answer main phone line and direct calls to the appropriate staff member • Complete payroll exception reports as provided by payroll • Assist with payroll functions, which may include communicating with employees/Project Directors regarding discrepancies • Provide information to customers on payroll issues • Facilitate teamwork and team spirit among co-workers within department • Operate standard office equipment including: computer, copier, fax machine, etc. • Good attendance and observance of working hours, required to perform work in Auxiliary Services offices and campus • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High School Diploma or GED • Minimum of one (1) year related experience in human resources/payroll
COMPENSATION:	\$14.00 -\$16.00 per hour, depending on experience.
DEADLINE:	Application review begins immediately. Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at: www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="text-align: center;">California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER