WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

December 17, 2012

POSITION:  HUMAN RESOURCES ASSISTANT (HUMAN RESOURCES)
            (Class Code AG05\Human Resources Specialist)

BAND:      Band 04\Level 02

STARTING  $ 26,658 minimum per year; actual salary will be commensurate

SALARY:    with qualifications

VACANCY:   #38/13

Minimum Training and Experience:
Bachelor’s degree; or high school diploma and four years of related experience required. Previous related experience in a human resources office, preferably in an institution of higher education highly desired. Experience with payroll processing highly desired. Proficiency using Word and Excel software packages desired. The equivalent combination of training and experience may be considered.

Knowledge, Skills and Abilities:
Knowledge of basic payroll processing procedures. Knowledge of office management policies, practices and procedures. Knowledge of human resources related legal and regulatory requirements, and programs including I-9, E-Verify, and FLSA. Ability to exercise sound judgment and discretion with confidential information. Effective problem solving and mathematical skills. Ability to effectively coordinate a variety of tasks simultaneously. Ability to establish and maintain effective working relationships with faculty, staff, students and the general public. Ability to communicate effectively, both verbally and in writing. Effective interpersonal skills.

Major Duties:
Reporting to the Assistant Director of Human Resources, performs HR/payroll processing with primary responsibility for student employment. Serves as liaison to campus departments for student positions, including Work Study and Graduate Assistantship positions; Provides training to, and works closely with, department liaisons in order to obtain and process all pre-payroll hiring documentation, including I-9 and W-4 forms; enters and maintains employment information and status changes in the Winthrop HR/Payroll system and verifies payroll information. Works closely with Budget and Payroll departments to ensure accuracy and timeliness of payments; Works with and receives information from the International Center regarding international student employment. Audits and maintains student employment data for accuracy. Performs other related duties as required. Answers questions regarding proper complete of I-9’s and the E-verify process. Assists with determining exempt or non-exempt status of payment agreements. Researches straightforward FLSA questions and applies general understanding of the FLSA guidelines to ensure correct classification of payment agreements. Performs other related duties as required.

To apply, access [www.jobs.sc.gov](http://www.jobs.sc.gov) to submit an on-line application no later January 2, 2013.

Winthrop University is an Equal Opportunity Employer.