

EXECUTIVE AND HUMAN RESOURCES ASSISTANT

AGS VISION STATEMENT

Transforming society through social interest in action

AGS MISSION STATEMENT

Training human services professionals to facilitate healthy and fulfilling lifestyles for people, organizations, and communities through graduate education and community involvement

JOB TITLE

Executive and Human Resources Assistant

GENERAL STATEMENT OF DUTIES

Responsible for assisting AGS Senior Administrators with administrative and clerical functions, such as assisting with the development, implementation, and maintenance of various policies and procedures; drafting reports and correspondence; compiling and maintaining paper and electronic files and calendars; and providing information in various formats to employees, students, and others

SUPERVISION RECEIVED

Reports to Vice President for Finance and Administration
Work direction also received from President and Academic Vice President

SUPERVISION EXERCISED

No assignments

ESSENTIAL FUNCTIONS

Assist Vice President for Finance and Administration with human resource administration

- Maintain paper and electronic personnel files and records
- Respond to inquiries regarding human resource-related policies, procedures, and practices
- Assist Vice President for Finance and Administration with administration of employee benefit programs; vacation, sick, and personal leave administration; COBRA continuation; unemployment and workers compensation administration; and other human resource-related functions
- Conduct new employee and benefit orientations
- Assist Vice President for Finance and Administration with developing and implementing new faculty orientation
- Assist Vice President for Finance and Administration with developing, implementing, and maintaining processes and procedures for faculty contract administration
- Assist managers with recruitment, interview, and hiring processes for vacant positions, performance reviews, and other human-resource related processes
- Assist Vice President for Finance and Administration with maintenance of Employee Manual
- Regular supervisory meetings with Vice President for Finance and Administration

Assist Senior Administrators with various administrative functions

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- Provide administrative support services for Senior Administrators and Board of Directors
- Assist Senior Administrators with developing, implementing, and maintaining all Administrative and Academic policies and procedures
- Take, transcribe, and distribute meeting minutes
- Monitor general voice mail box and direct to appropriate area
- Regular attendance at meetings to which this position has volunteered/been assigned
- Serve effectively as ambassador for AGS and its mission
- Other duties as assigned

REQUIRED QUALIFICATIONS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities necessary for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Human Resource Management, Business Administration, or related field and three years of related experience or equivalent combination of education and experience
- Ability to respond promptly to requests for information, service, and assistance
- Ability to identify and resolve problems in a timely manner; develop alternative solutions; work well in group problem-solving situations; and use reason, even when dealing with emotional topics
- Ability to focus on resolving conflict and maintaining confidentiality
- Ability to demonstrate attention to detail, accuracy, and thoroughness
- Ability to multi-task, to organize workflow, and to manage one or more multiple projects and the flexibility to handle frequent interruptions
- Ability to prioritize and plan work activities and use time efficiently and effectively
- Ability to write and speak clearly and professionally and to vary style to meet the needs of a situation
- Ability to read, analyze, and interpret various types of information, such as general business correspondence, technical documentation, governmental regulations, and policy and procedure manuals
- Ability to add, subtract, multiply, and divide; compute rate, ratio, and percent; draw and interpret graphs; apply concepts of basic algebra; and apply mathematical concepts to practical situations
- Ability to work effectively, both independently and with colleagues, in a team-oriented atmosphere
- Interest in striving to continuously build knowledge and skills and share expertise with others
- Ability to approach others in a tactful manner, react well under pressure, treat others with respect and consideration regardless of their status or position, accept responsibility for own actions, and follow through on commitments
- Ability to display original thinking and creativity, meet challenges with resourcefulness, generate suggestions for improving work, develop innovative approaches and ideas, and present ideas and information in a manner that gets others' attention
- Ability to demonstrate dependability by following instructions, responding to management direction, taking responsibility, keeping commitments, and completing tasks on time
- Commitment to attendance and punctuality, consistently being at work and on time
- Commitment to current best practices and unyielding ethical practices
- Ability to ask for and accept help, when necessary
- Interpersonal skills that facilitate both internal and external relations
- Ability to work effectively and collaboratively in a diverse work environment

PREFERRED QUALIFICATIONS AND ABILITIES

- Experience in a higher education or non-profit environment

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough command of best practices in areas of responsibility
- Excellent customer service skills
- Superior skills and experience using Microsoft Office
- Excellent ability to organize and prioritize tasks
- Superior communication and interpersonal skills
- Proven ability and interest in learning new software applications
- Administration/coordination skills and attention to detail
- Ability to work effectively with students, staff, faculty, alumni, Board of Directors, and organizations in the external community
- Ability to effectively serve as an ambassador for AGS

PHYSICAL/MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands include the ability to sit and stand for an hour at a time, walk, reach, bend, stoop, lift, push, transport, and move up to 10 pounds and to talk and hear.
- Manual dexterity and visual acuity requirements include the ability to operate normal office equipment, such as a computer, telephone, and copier. Specific vision abilities include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

ENVIRONMENTA/WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an indoor educational environment and involves frequent contact with students, staff, faculty, alumni, and the public. There is a moderate level of noise.
- Some evening and weekend hours may be required.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities, and working conditions may change as needs evolve.

Adler Graduate School (AGS) does not discriminate on the basis of race, creed, color, national origin, religion, sex, age, disability, sexual orientation, veteran status, marital status, familial status, public assistance, or local human rights commission activity in employment of faculty or staff, admission or treatment of students, or operation of educational programs and activities. AGS is committed to providing equal education and employment opportunities in accordance with all applicable Federal and State laws, including Title IX of the Education Amendments of 1972.