



Human Resource Assistant (Processing and Administrative Support)

Cheyenne, Wyoming

Core responsibilities of this position include: providing HR Processing of potential, current, and past employee data by processing, verifying, and maintaining employee data relating to personnel activities such as hiring, personnel changes, training, performance evaluations, benefit tracking, etc.; HR Administrative Support in the reception and initial prioritization of incoming electronic, telephone and walk-in customer traffic, preparation and maintenance of employee information (hardcopy and electronic), maintenance of intranet and internet HR presence and employee data, managing and upkeep of personnel filing systems, plus provides overall HR Team Support by assisting in the efficient day-to-day operation of the HR office. Other tasks may be assigned based on contemporary institutional need.

Benefits: Approximately 85% of health insurance premiums paid by the College, 21 vacation days fronted, 12 sick days, 2 personal days and 15 paid holidays annually. Typically 5-7 paid holidays from Christmas to New Year's Day. For full listing of benefits, visit <http://lccc.wy.edu/about/humanresources/benefits>.

Compensation: \$14.59/hr-\$15.68/hr commensurate with education and experience.

Priority Screening Date: Position is open until filled. For full consideration, apply by July 25, 2013.

Starting Date: As soon after hiring process as practical.

For information about Cheyenne, visit <http://www.lccc.cc.wy.us/about/welcome>

Essential Functions:

I. Human Resource Administrative Support – This position serves in a primary administrative support role for the HR Team, providing the face of the HR Team via excellent and highly professional customer service. Representative duties may include:

II. Human Resource Processing Support - This position is responsible for functioning as an effective and efficient technician regarding all aspects of HR processing of potential, current, and past employee data. Representative tasking may include:



III. Human Resource Team Support -- This position is accountable for functioning as an effective member of the HR Team in the provision of quality service, support, and continuous process improvement; representative responsibilities include:

Qualifications:

Minimum Qualifications:

- Associate's degree in Business, or related field. (3 years of additional experience in a similar professional team assistant role may be substituted for an earned degree).
- 3 years of experience working in a customer/client service and support role and demonstrable intermediate-level contemporary working knowledge of Microsoft Office Applications Word, Excel, and Outlook.

Preferred Qualifications:

- Significant progress toward/earned Bachelor degree in business, communications, human resources, psychology, or related field preferred.
- Previous experience working directly with a large scale customer/client database/information system strongly preferred; experience working with a Datatel/Ellucian system highly desirable. Working knowledge of Access, PowerPoint, Publisher, and Visio desirable; ability to create forms with Adobe Pro strongly desirable.
- Contemporary working knowledge and understanding of the application of general human resource regulations and laws strongly preferred.

Equal Opportunity and Affirmative Action Employer

Laramie County Community College is an equal opportunity and affirmative action educational institution and does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, political affiliation or disability in admission or access to, or treatment or employment in, its educational programs or activities.

For complete job posting and to apply, visit
<http://www.lccc.wy.edu/about/humanresources>.