Office of Human Resources Assistant
Part – Time

***This job is located at IUPUC in Columbus, Indiana***

IUPUC—Indiana University-Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

We seek greater diversity in our faculty and staff to broaden students’ academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status. We are seeking to fill the role of a part-time Assistant for the IUPUC Office of Human Resources.

JOB SUMMARY
The Office of Human Resources Assistant is primarily responsible for providing administrative support to the Human Resources Generalist of IUPUC. Under general supervision, this role will aid the office by providing general support and organization. This position will report directly to the Human Resources Generalist.

REQUIREMENTS
A high school diploma or GED is required. 2 or more years of relevant experience or background in higher education is preferred.

FUNDAMENTAL RESPONSIBILITIES
The role will provide general administration and organization to the Office of Human Resources. Responsibilities include, but not limited to: processing HireRight background checks and employment verifications for full-time employees; maintaining full-time Faculty and Staff personnel files for accuracy, which includes internal auditing of transcripts; assisting with file migration efforts to transition from hard copy personnel files to electronic; providing assistance for maintaining database for all full-time employees; sustaining the list of IUPUC Authorized Drivers to ensure accuracy as well as processing requests; creating and updating internal organizational charts and ensure database accuracy, accordingly; providing assistance throughout various search and screen processes; drafting letters and communications on behalf of the office; scheduling meetings and room reservations; curating calendars; assisting with faculty and staff questions via phone, email, and in person; aiding in webpage maintenance and development; and providing assistance with various other projects and duties, as assigned.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in this position are required to send their cover letter, resume, and list of three professional references to Kassi Ford, Human Resources Generalist, via email at fordka@iu.edu. Please be sure to include the position title of “Office of Human Resources Assistant” in the subject line of the email. All applicants must complete a successful reference check and background check, as well as obtain employment authorization. This position will remain open until filled. The estimated start date for this position is January of 2023.

SALARY
The Office of Human Resources Assistant will be paid hourly, at the starting rate of $15.00.

Columbus is located one-hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: http://www.iupuc.edu/ and http://columbus.in.us

COVID Disclaimer – Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time. Beginning with the fall 2021 semester, all Indiana University students, faculty, and staff will be required to be fully vaccinated for COVID-19 as a condition of enrollment / employment. To learn more about this requirement, view our COVID-19 vaccine information page.

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services.

The Annual Security and Fire Safety Report, containing policy statements, crime, and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu