

Position: HR Assistant
Department: College of Arts & Sciences (CAS) Human Resources
Location: Office of the Dean (4 Kent Way) or Hullahen Hall, Newark, DE 19716
Hours: 10-20 hours per week; opportunity for expanded hours during peak periods
Compensation: Hourly rate commensurate with work experience

Context of the Job:

Under the direction of the College of Arts & Sciences (CAS) Human Resources team, the HR Assistant supports UD's largest College with 24 academic departments in the arts, humanities, social sciences, and natural sciences, and more than 25 centers, programs, and institutes. The HR Assistant coordinates administrative and scheduling processes for a high volume of new CAS part-time hires and communicates with hiring departments to ensure a positive on-boarding experience. The HR Assistant manages highly confidential personnel data and assists with daily HR operations. The incumbent will receive special projects in accordance with demonstrated competencies and growth aspirations.

This miscellaneous wage position is not eligible for University of Delaware employee benefits. The position is primarily on site with occasional opportunities for hybrid.

Major Responsibilities:

- Assist with responding to the CAS HR Hires inboxes; prioritize and address requests from departments.
- Facilitate a welcoming and supportive onboarding experience for new part time/misc. wage members of CAS.
- Communicate professionally and effectively with all CAS stakeholders
- Onboard non-benefitted employees, i.e., work study, miscellaneous wage, supplemental professional employees and visiting scholars; coordinate with CAS HR Generalists' assigned departments on recruitment matters as needed.
 - Initiate reminders to candidates to complete onboarding paperwork and coordinate with the Talent Acquisition and Onboarding team throughout the onboarding process.
- Oversee the I-9 dashboard and assume responsibility for completing new employee I-9 forms.
- Manage the CAS SharePoint part-time hiring form, assigning and updating the status of each candidate.
- Assist with documenting and/or modifying internal CAS HR operating procedures and workflows.
- Assist with processing various HR actions via UD webforms, including but not limited to transfers, promotions, employee data changes, and pay rate changes.
- Welcome visitors and guests to the CAS Dean's office.
- Assist with maintaining personnel files (graduate students, undergraduate students, work study students, visitors, misc. wage employees, etc.).
- Perform other job-related duties/projects as assigned.

Qualifications:

- High School Diploma or GED; College Degree preferred
- 1 to 3 years of experience administering general human resources duties preferred
- Proficient in Microsoft Office and Google Suite (i.e., SharePoint, and Microsoft Teams) and Zoom video for meetings
- Strong problem-solving and interpersonal skills
- Excellent oral and written communication skills
- Ability to maintain a high level of confidentiality
- Exceptional attention to detail with a high degree of accuracy in work is critical
- Ability to work cooperatively as a team member in a fast-paced, deadline-orientated environment
- Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures and backgrounds.
- Committed to fostering a workplace culture of belonging, where diversity is celebrated and equity is a core value.

To Apply:

Please send a resume and a statement expressing interest to cas-recruitment@udel.edu.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at <https://www.udel.edu/home/legal-notices/>.