Human Resources Assistant

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Type: Full-Time
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Category: Human Resources
HUMAN RESOURCES ASSISTANT

Job Overview

La Roche University is seeking a detail-oriented and proactive Human Resources Assistant to join our team. The ideal candidate will possess exemplary communication skills and a strong understanding of basic employment processes.

La Roche embraces its Catholic identity while welcoming people of all faiths and backgrounds, fosters global citizenship and creates a community of scholars from around the world. The University empowers all members of the community to become lifelong learners, achieve success in their chosen careers, and promote justice and peace in a constantly changing global society.

Sample of Duties

- Post job openings on various platforms and track incoming applications
- Facilitate onboarding process for new hires to include document completion such as I-9 paperwork and University-required documentation such as background check materials
- Monitor employee benefit enrollments, eligibility, and billing
- Prepare reports for monthly insurance billing and enrollment reconciliation
- Assist with updating information in HR software and implementing best practices for increased use of technology and AI
- Manage data accuracy in the HRIS system and assist with training on its use
- Keep HR documentation organized and in compliance with legal requirements
- Maintain up-to-date knowledge of employment regulations and industry trends

- Project management tasks related to HR initiatives and process improvement, showcasing professional development

Basic Requirements

- Experience with Human Resources administrative responsibilities
- Familiarity with HR sourcing tools and applicant tracking systems
- Strong organizational skills
- Excellent communication skills-both written and verbal-to interact with employees at all levels within the University
- Ability to manage confidential information discreetly while maintaining professionalism
- Bachelor's degree preferred

This is a Monday through Friday, 8:30am to 4:30pm full-time on-site position. It is an excellent opportunity for individuals with a passion for Human Resources to develop a career in an organizational setting committed to ongoing learning and development.

In order for applications to be fully processed, a cover letter, resume, and contact information for at least three professional references must accompany a completed application. Candidates subject to background clearances. Review of applicants will begin immediately and the position will remain open until filled.

CLICK HERE TO APPLY (opens in a new tab)

Applicants for this position must have current legal authorization to work in the United States. La Roche University will not sponsor or take over the sponsorship of an employment visa for this opportunity.

It is the policy of La Roche University to promote equal opportunity to all qualified individuals regardless of race, color creed, age, religion, gender, national or ethnic origin, veteran status, marital status, sexual orientation, non-job-related disability or medical condition, or any other legally protected status.
La Roche is an equal opportunity employer

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