

Temporary Human Resources/Benefits Assistant

College of Southern Maryland is seeking a Temporary Part-Time Human Resources (HR)/Benefits Assistant to perform entry-level human resources management work. The work involves assisting in the administration of a human resources management program (compensation, classification, and benefits).

The work schedule for this position is 29 hours per week, Monday through Friday. Flexibility is required. This position is located on the La Plata campus.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Answers routine questions from employees and managers on HR policies and procedures.
- Enters, updates, and/or retrieves information from various automated, human resources, and/or payroll systems.
- Maintains HR automated systems, files, and records.
- Assists in processing personnel actions and with reviewing completed personnel actions to ensure conformity with agency, state, and federal regulations.
- Assists with the new hire and departure process.
- Maintains documents of our benefit plans.
- Handles a variety of routine data entry into the HR system.
- Maintains all employee/partner benefits and retirement program files (beneficiary/distribution forms, etc.).
- Oversees and updates the Benefits Intranet pages and assists the Director of Benefits and benefits staff with administrative/clerical support as needed.
- Assists with FMLA requests and follow-up.
- Assists with new hire orientation schedules, reserving conference rooms, sending calendar invites, preparing new hire packets, giving campus tours and distributing the new hire forms for staff.
- Assists with award programs (service and employee awards).
- Coordinates CLC and Kids college finger printing.

MINIMUM EDUCATION AND TRAINING:

- Two year degree or equivalent experience.
- Minimum of one year of experience in an administrative support position.
- Advanced proficiency using MS Office- Familiarity with PowerPoint and SharePoint.
- Ability to multitask and prioritize tasks, with a sense of urgency, while maintaining high attention to detail and accuracy.
- Excellent organization and communication skills in a fast-paced environment.
- Ability to demonstrate a high degree of trustworthiness in handling confidential and sensitive information.
- Strong client service skills.
- Knowledge of the principles and practices of HR management.
- Ability to explain policies and procedures to staff and the public.

To apply, please visit our website at: www.csmd.edu/employment