



College of
Menominee
Nation
KESHENA • GREEN BAY

Position Title: Human Resource Assistant	Reports to: Director of Human Resources
Department: Human Resources	FLSA Status: Non Exempt
Classification: Regular Part Time	Benefit Eligible: Yes, Part Time Benefits
SOC Code: 13-1071	Last Updated: 03/06/2017
Home Campus: Keshena Campus	Pay Grade: Keshena Hourly Grade 8 (\$12.80-\$16.00)
Grant Funded: Not Grant Funded	Application Deadline: Thursday, March 23 rd @ 4PM

Position Summary: Responsible for providing comprehensive administrative support in the day to day operations of Human Resources Department for all College of Menominee Nation locations while displaying exemplary customer service skills.

Position Responsibilities & Duties:

- Maintain employee files, including processing and routing of various forms related to documenting human resources activities;
- Assist with interview scheduling and job postings;
- Responsible for exit process including: paperwork and exit interviews, as well as, collects relevant data for improvement suggestions from exiting employees;
- Generate and track Faculty contracts;
- Updates various employee recognition programs;
- Responsible for processes the HR departments bills and tracks the department's budget;
- Responsible for all departmental data entry and document scanning into various databases, and spreadsheets;
- Communicate weekly changes payroll to Finance Department;
- Performs other related functions as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum 3 years of office clerical work.
- High School Degree Required.
- Word-processing, spreadsheet and database management computer skills are required with working knowledge of Microsoft Office Software.
- Demonstrated ability to handle sensitive information effectively and maintain confidentiality.
- Ability to build trust with fellow employees.
- Demonstrated ability to prioritize work, manage time effectively, multi-task, and meet deadlines.
- Excellent oral and written communication skills.
- Must demonstrate well-developed teamwork skills.

Desired Qualification:

- Associates degree in Business or related field preferred.
- Knowledge of applicable Federal, State, and Local legislation pertaining to personnel matters.

Reporting to this Position: No Direct Reports

Physical Demands & Work Environment:

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls. .

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application (available under job opportunities at www.menominee.edu/Faculty_Staff.aspx?id=655)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status if applicable
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

And online application is also available at: www.menominee.edu/Faculty_Staff.aspx?id=655

Posting closes at 4:00 PM Thursday, March 23, 2017

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**