



Job Title: Temporary HR Assistant
Division/Department: Human Resources

Mitchell College is seeking to hire a **Temporary HR Assistant** to help the HR team with administrative duties and also assist with bi-weekly payroll using ADP – WFN. The temporary assignment is expected to be for about 10 – 12week duration.

Examples of Essential Functions:

- Assist with Administrative duties of the HR department including filing, scanning, faxing, and other clerical duties as required
- Assist with other payroll related tasks as assigned.
- Organizing of personnel files and other documents.

Key Relationships and Supervision:

This position reports to the Manager of Human Resources and has no direct reports. The incumbent will work with both internal and external vendors, administrative staff, and the Business office.

Required Education and Experience:

- Familiarity working with ADP – WFN.
- Minimum of 2-3 years' experience working in a HR department
- MS Office proficiency, Microsoft Access experience strongly desired

Key Skills / Knowledge:

- Excellent judgment and the ability to keep HR and payroll information confidential
- Strong organizational and time management skills
- Excellent computer skills; Strong working knowledge of Access, Excel, and Word
- Excellent auditing skills; strong attention to detail

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent will need to climb flights of stairs and lift and carry up to 25 pounds of boxes or office supplies.

A small liberal arts college, Mitchell developed its distinct educational approach over 80 years, blending a tradition of mentoring with an expertise in teaching diverse learning styles to create a highly individualized model that benefits all students. Mitchell is committed to the broader community through building strong, creative, and cooperative partnerships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center which includes the renowned Bentsen Learning Center.

This is a **Temporary position** and is not eligible for benefits. For full candidate consideration, please send a cover letter, your CV/resume, and 3 references (contact information or letters) by September 14, 2018

Mitchell College is an Affirmative Action-Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, ancestry, political affiliation, sexual orientation, gender identity or expression, marital status, disability and genetic information, age, membership in an employee organization or other non-merit factors.



to jobs@mitchell.edu. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

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