Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Department of Human Resources
University Assistant
Part Time – 19 hours per week

Western Connecticut State University’s Human Resources department is accepting applications for a part-time University Assistant.

Primary responsibilities will include preparing adjunct faculty appointment letters and overseeing the electronic distribution of contacts for all part-time employees. Prepares and distributes the annual payroll calendar, adjunct faculty pay dates and pay rates. Provides adjunct faculty seniority information to academic departments and deans. Coordinates the Employee Request for Compensation for Activities process. Tracks and processes dual employment forms. Completes verification of employments for all part-time employees. Schedules appointments and meets with new part time employee’s to complete all necessary paperwork – W4, I-9, employment applications, etc. Acts as a backup to the Human Resources Assistant with respect to maintaining information in the HRMS (Core-CT and Banner) assuring that part-time employees are paid in a timely fashion. Provide assistance to HR office professionals with various activities and projects.

Qualifications: Two years’ college training is desirable. One (1) year experience in higher education or an office setting. Demonstrated experience with Microsoft Word & Excel is required.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary, Work Hours & Benefits: $21.00 per hour; 19 hours per week (Monday – Thursday - 4 hours per day, Friday - 3 hours) – year round position. Information on benefits can be found on the Human Resources website: http://wcsu.edu/hr/benefits/. Please note: there are no paid benefits for this position.

Application Process: Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume to: hrpositions@wcsu.edu. In email subject line of reference: Your Last Name – HR-UA. Review of applications begins immediately and continues until the position has been filled.