State of Connecticut
JOB POSTING

HUMAN RESOURCES
ASSISTANT IN HUMAN RESOURCES 1
Management-Confidential 32
Central Connecticut State University

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public, State Employees, Agency Employees (pick one)

Location: Central Connecticut State University

Job Posting No: **C14-013**

Hours: 8 AM to 5 PM

Salary: $51,108 Minimum

Closing Date: September 23, 2013

Central Connecticut State University's Human Resources Department is seeking an experienced, energetic professional to assist in a broad range of human resources functions. Responsibilities will include processing of time and attendance and all personnel status changes, benefits administration, personnel records management and responding to questions from employees, students and the public. This position is an unclassified confidential position.

Required Qualifications: Three (3) years' experience in human resources administration for a public sector agency with responsibility for time and attendance, new hire processing and benefits administration; demonstrated ability to understand and interpret collective bargaining agreements, policies and procedures; excellent computer and organizational skills; experience in creating ad hoc reports, forms and spreadsheets; attention to detail and problem solving ability; and, excellent communication and interpersonal skills.

Preferred Qualifications: Experience working with PeopleSoft (CoreCT), SCT Banner and/or Microsoft Office Suite; time and attendance processing experience in a CoreCT self-service agency; and, human resources experience in higher education.

For full consideration, applications must be received by **September 23, 2013**. The minimum annual salary is $51,108 with excellent fringe benefits, including tuition waiver for employee and eligible dependents. Salary is commensurate with education and experience. To begin the application process, go to www.ccsu.edu/jobs.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and contact information for 3 references at www.ccsu.edu/jobs.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.