Position Announcement

Western Connecticut State University
Department of Human Resources
University Assistant – HR Payroll Processing
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 processing of payroll for all part-time employees in the HRIS systems - CORE-CT and Banner to ensure that employees are paid in a timely fashion. Oversees the direct deposit processes for part-time employees. Provides assistance with the University’s recruitment processes. Orders office supplies, processes invoices and maintains the department budget spreadsheet. Oversees office filing processes. Provides assistance with evaluation processes, including digital files, tracking and database management. Provides assistance to part-time employees with the completion of necessary new hire paperwork. Provide assistance to HR office professionals with various activities and projects.

Qualifications: Two (2) years’ college training is preferred. At least one (1) year of experience working in an office setting is required. Higher education experience is desired. Demonstrated experience with Microsoft Office Suite including Excel, Outlook, Teams, & Word is required. Experience with HRIS is preferred.

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

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

Salary, Work Hours & Benefits: $21.00 per hour; 19 hours per week (Monday – Thursday 11:00 a.m. – 3:00 p.m. & Friday – 11:00 a.m. – 2:00 p.m.) – year-round on-campus position. Remote work is not permitted. 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.

Prior to extending an offer of employment, full vaccination for COVID-19 is required for all Connecticut state employees. Some exemptions apply. Each application for an exemption will be considered on an individualized, case-by-case basis, and any applicant for an exemption must provide appropriate supporting documentation if requested. For a full description of vaccination requirement please refer to the following: All state employees shall follow Executive Order 13G (as amended by Executive Order 14C) For the Executive Order 14C - click here for the link for the Executive Order.
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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: Ms. Peggy Boyle - email: 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.