



Position Announcement

**Western Connecticut State University
Human Resources
CSCU Administrative Assistant
Part-Time**

Western Connecticut State University is pleased to announce applications are being accepted for a part-time CSCU Administrative Assistant in the department of Human Resources.

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. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

WCSU's Human Resources department provides the WCSU community with a wide spectrum of Human Resources services to over 500 full-time and over 1,400 part-time employees, including benefits administration, payroll via the Core-CT and Banner systems, retirement information and counseling, leave requests, coordination of mandated training, background investigations, part-time contracts and stipends, recruitment, and labor relations. Additional information is available at www.wcsu.edu/hr/. Information on the University may be found at www.wcsu.edu.

Position Summary: The CSCU Administrative Assistant is responsible for providing confidential administrative support for Chief Human Resources Officer as well as other members of the department to contribute to the effective and efficient operation of the Human Resources department.

Position Responsibilities:

- Manages purchase orders, invoices, and budget information. Approves invoices for payments. Tracks budget expenditures and reconciles monthly budget expenses via WebFocus.
- Processes all payroll transactions for full-time employees in Core-CT and Banner. Works with the Payroll department to assure all employees are paid properly.
- Gathers documents and provides information to third-party administrator related to unemployment claims for separated full-time employees.
- Coordinates the tuition waiver process for unclassified employees and processes tuition/travel reimbursement for classified employees.
- Prepares all unclassified appointment and renewal letters and materials in accordance with stated conditions of employment for review by the Chief Human Resources Officer.
- Maintains employee personnel files and business files in accordance with established procedures. This includes scanning employee files into the university's document management system.



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- Assists employees with processing forms for changes in staff information such as name changes, changes in beneficiaries, changes in benefit plans, etc.
- Coordinates the destruction of Human Resources records in conjunction with the University's Records Management Liaison Officer and the Connecticut State Library.
- Completes verification of employments for full-time employees.
- Coordinates the administration and collection of evaluations for classified (Maintenance, Police, Clerical, and A&R employees), including notifying employees when they successfully complete their working test period.
- Coordinates material (faculty files, department by-laws, portfolio materials, etc.) for use by the various evaluating bodies (Department Evaluation Committee, Deans, Promotion & Tenure Committee, Provost, etc.) during the evaluation period.
- Assists the Chief Human Resources Officer with processing Freedom of Information requests, including managing the email request in-box and maintaining the spreadsheet of requests.
- Assists enrolling adjunct faculty in health/dental insurance benefits and retirement plans and coordinates retirement forms for new and rehired adjunct faculty.
- Administers the COBRA notification process for all applicable employees and eligible dependents.

Qualifications:

- A minimum of three (3) years of experience and training in a professionally oriented office setting is required.
- Must possess strong information technology skills such as Microsoft Office including Word, Excel, Outlook, and Teams.
- Core-CT or similar HRIS system, as well as Banner experience is preferred.
- Must possess excellent oral and written communication skills as well as excellent organizational and attention-to-detail skills.

Work Schedule, Salary & Benefits: The work schedule will be Monday – Friday, 10:00 a.m. – 2:00 p.m. for 20 hours per week. The targeted start date for this position is January 2, 2026. The hiring salary will be \$35,000. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. 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. WCSU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.



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Application Process: Interested applicants must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Questions may be directed to hrpositions@wcsu.edu – please reference HR CSCU AA in subject line. Application materials must be submitted no later than **Wednesday, November 12, 2025**. Late applications will not be accepted.

To apply, submit your materials to:

<https://westernconnecticutstateuniversity.applytojob.com/apply/6lGDZLcCzi/Human-Resources-CSCU-Administrative-Assistant>

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