



## Position Announcement

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**Western Connecticut State University  
Human Resources  
University Assistants – Adjunct Contracts & Student Employee Payroll  
Part Time – 19 hours per week**

Western Connecticut State University is pleased to announce applications are being accepted for two part-time, 19 hours per week University Assistant positions in our Human Resources department.

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/](http://www.wcsu.edu/hr/). Information on the University may be found at [www.wcsu.edu](http://www.wcsu.edu).

**Position Summary:** The University Assistants for Adjunct Contracts & Student Employee Payroll play key roles in supporting a wide range of HR functions, including front-desk reception, employee onboarding, adjunct and student employee processing, and maintenance of HR systems. The role requires strong attention to detail, excellent communication skills, and the ability to manage multiple priorities in a fast-paced environment. General responsibilities include serving as front-desk receptionist by greeting visitors and assisting with questions, forms, and general inquiries; answer telephones and direct calls appropriately; maintain and update various Excel databases; provide administrative support to HR office professionals on projects and daily operations; assist new part-time employees with completing required new-hire paperwork.

Primary duties for Adjunct Contracts include:

- Prepare adjunct faculty appointment letters and manage electronic distribution of contracts for all part-time employees.
- Prepare and distribute the annual payroll calendar, adjunct pay dates, and pay rate information.
- Provide adjunct faculty seniority information to academic departments and deans.
- Coordinate the Employee Request for Compensation for Activities process.
- Track and process dual employment forms.
- Complete employment verifications for part-time employees.
- Schedule and conduct onboarding appointments for new part-time hires.
- Assist with maintaining accurate information in HRMS systems (Core-CT and Banner) to ensure timely payment.



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- Provide backup support for student employee payroll processing as needed.

Primary duties for Student Employee Payroll include:

- Maintain Core-CT and Banner records for student employees, including timely data entry of student payroll.
- Collaborate with Financial Aid to manage the student employee hiring process through the Student Employment App.
- Gather documentation and provide information to third-party administrators for student employee unemployment claims.
- Process direct deposit forms for student employees in Core-CT.
- Assist with ordering office supplies, processing invoices, and supporting department budget activities.
- Provide backup support for HR Contracts functions as needed.

### Qualifications:

- Two (2) years' college training is desirable.
- One (1) year experience in higher education or an office setting is required.
- Demonstrated experience with Microsoft Word, Teams & Excel is required.
- Must possess excellent communication skills.

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**Work Hours:** This is an in-person 19 hour per week assignment and will not work remotely. Work hours will be Monday – Fridays between the hours of 9:00 a.m. – 1:00 p.m. or 1:00 p.m. – 5:00 p.m. with the exact work schedule to be determined at time of hire.

**Salary & Benefits** **Salary & Benefits:** \$23.00 per hour. Information on benefits may be found on the Human Resources website: <https://www.wcsu.edu/hr/benefits/> Please note there are no paid benefits for this position. 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.

**Application Process:** Prospective candidates must submit a cover letter, which includes the contact information for (3) current professional references and a resume. Questions may be directed to [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu) – please reference Human Resources – University Assistant in subject line. Application review will begin immediately and continue until the position has been filled.



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**To apply, submit your materials to:**

<https://westernconnecticutstateuniversity.applytojob.com/apply/Cj5hHCoZ0D/Human-Resources-University-Assistants-Adjunct-Contracts-Student-Employee-Payroll>

**Western is an Affirmative Action Equal Opportunity Educator/Employer**