



## Position Announcement

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**Western Connecticut State University  
Human Resources  
University Assistant – Part-Time Payroll  
Part Time – 19 hours per week**

Western Connecticut State University is pleased to announce applications are being accepted for a part-time, 19 hours per week University Assistant position 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 Assistant for Part-Time Payroll plays a key role in supporting a wide range of HR functions, including front-desk reception, employee onboarding, adjunct 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 Part-Time Payroll University Assistant include:

- Responsible for maintenance of the CORE-CT and Banner systems, including data entry of the part-time employee payroll, ensuring employees are paid in a timely fashion.
- Provide back up support for the student employment and adjunct contracts as needed.
- Gathers documents and provides information to third-party administrator related to unemployment claims for all part-time employees.
- Processes direct deposit forms in the CORE-CT system for all part-time employees.
- Provides assistance with classified and unclassified recruitments. Assists with the recruitment email box, archiving recruitment files, maintaining JazzHR applicant tracking system, etc.
- Responsible for ordering office supplies, processing appropriate invoices and assisting with department budget when needed.
- Provides assistance to new adjunct faculty, university assistants, and student employees with completing necessary paperwork – New Hire Forms, W4, I-9 forms, etc.



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### 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 10:00 a.m. – 2:00 p.m.

**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. WCSU 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.

Applications are due no later than **Thursday, June 18, 2026**. Late applications will not be accepted.

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

<https://westernconnecticutstateuniversity.applytojob.com/apply/kvZnyZgaAq/Human-Resources-University-Assistant>

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