



POSTED: September 13, 2021

Human Resources Associate

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer and more meaningful for all members of our community.

The Human Resources Associate is responsible for administering the College's Human Resources functions related to position and appointment term management, employee benefits, employee records, compensation, and recruitment. The individual in this role serves as a collaborative member of the College's Finance and Administration team in establishing and maintaining a high standard for quality and customer centered service for internal and external stakeholders.

Responsibilities include:

Managing and maintaining the College's HRIS including:

- Creating and updating employee records and data entry into payroll system
- Producing reports
- Maintaining accuracy of system and data
- Assisting in testing and implementation of system upgrades

Managing day-to-day administration of employee benefit plans, including retirement, health insurance, life insurance, long term disability, sick leave banks and flexible spending accounts:

- Enrolling and providing information to employees and retirees. Coordinating open enrollment
- Reviewing and preparing insurance premium billings, COBRA notices, and annual benefit statements.
- Terminating or changing enrollment for current and exiting employees as needed

Coordinating recruitment and selection processes including:

- Posting and advertising job vacancies
- Maintaining applicant records and communications
- Processing criminal background checks

Conducting new employee in-processing and departing employee exit processing.

Maintaining benefit time accrual and expenditure program.

Maintaining staff and faculty appointment term tracking and producing appointment letters as needed

Creating content for and maintaining currency of the HR webpages and intranet sites

Administering Civil Service regulations.

Administering Worker's Compensation and Employee Assistance Program.

Administering unemployment benefits; monitors unemployment insurance costs.

Administering employment verification requests.

Calculating and implementing communication of salary increases.

Performing other duties as assigned.

Required Knowledge, Skills, and Abilities:

Good interpersonal, organizational, and written/oral communication skills

Strong knowledge of human resources information systems, such as Microsoft Dynamics' Great Plains

Ability to interact effectively with diverse populations

Computer skills including with proficiency in Excel, and Word

Good written and oral communications skills

Basic math skills (ability to calculate percentages, etc.)

Demonstrated ability to maintain confidentiality

Ability to work independently and collaboratively

Minimum Qualifications:

Four years of administrative experience, preferably in a human resources or payroll setting; OR Associate's degree and two years of administrative experience, preferably in a human resources or payroll setting

To apply:

The search will remain open until the position is filled. Please a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary