Franklin College has a full-time opening in the Office of Finance for a Business & HR Assistant. The Business & HR Assistant provides complex administrative support for Finance, Human Resources and the Business Office. The Business & HR Assistant will also interact and correspond regularly with employees on a variety of questions and issues related to human resources paperwork, payroll & benefits, and training. This is a non-exempt, hourly, 12-month position reporting to the Vice President for Business & Finance. Normal working hours – Monday thru Thursday 8AM-5PM, Friday 8AM-4PM.

RESPONSIBILITIES

- Provides administrative support to VP of Business and Finance and the Director of Human Resources;
  - Process, verify and maintain confidential personnel related documentation, including staffing, recruitment, training, benefits administration and performance evaluations;
  - Process unemployment claims and employment verifications;
  - Maintain employee information by entering and updating employment and status-change data;
  - Manage employee background check processing and tracking
- Responsible for ordering office supplies across campus;
- Maintains the integrity and confidentiality of human resource files and records
- Process and administer work-study paperwork & student payroll;
- Responsible for electronic filing of employee paperwork;
  - Manage electronic filing systems, recording information, updating paperwork and documents
- Process and administer college credit cards;
- Back-up to Monthly and Bi-weekly payroll;
- Process check requests for invoices;
- License all FC vehicles;
- Answers telephone, schedules individual and departmental meetings;
- May exercise supervision over student workers;
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

QUALIFICATIONS

- High School Diploma or equivalent required
- 2-3 years full time work experience in an office setting; preferably Higher Ed
- Ability to deal courteously and efficiently with vendors, faculty, staff, students, and parents
- Demonstrated ability to effectively handle difficult and sensitive information
- Reliable analytical/problem-solving skills
- Preference for strong understanding of HR functions
- Detail oriented
- Strong organizational and communication skills
- Take initiative and demonstrate flexibility
- Ability to multi-task
- Practice a positive and professional attitude
- Meticulous attention to detail; accuracy
- Keep sensitive records and information confidential
- Ability to interact with a variety of people
- Demonstrated experience with Microsoft Office Products

**APPLICATION PROCESS**

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Applications should be submitted electronically (MS Word or Adobe PDF) and should include cover letter, resume and three professional references via the application link – [Franklin College Staff Application](mailto:FranklinCollege.Staff.Application)

Contact Human Resources with additional questions.

Franklin College
101 Branigin Boulevard
Franklin, IN  46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.