



OAKWOOD UNIVERSITY
HUMAN RESOURCE MANAGEMENT

NOTICE OF AVAILABLE POSITION

POSITION: Senior Human Resource Clerk

DEPARTMENT: Human Resource Management

STATUS: Full-time (38 hours)

QUALIFICATIONS:

- Bachelor's degree in business preferred; High School graduate with at least five years of experience will be considered.
- Experience working in Human Resources is a plus
- At least three years of office experience, preferably in education setting
- Ability to maintain a professional office atmosphere, including personal appearance
- Ability to work under pressure with excellent people skills
- Excellent written and oral communication skills
- Self-motivated; detail oriented, and a team player
- Excellent computer skills with Knowledge of Microsoft Word, Windows, Excel and PowerPoint
- **Applicant must pass clerical exam with at least 70% accuracy on software (Windows XP and Microsoft Word 10 or Corel/WordPerfect 8) and a typing speed of 40 words per minute with 70% accuracy**

BRIEF DESCRIPTION OF DUTIES:

- Provide clerical assistance and serve as EX (data base software) back up
- Facilitate processing of benefits, including processing benefits for payroll
- Respond to employees' inquiries, especially regarding benefits
- Manage liability insurances for University
- Manage employee's files with confidentiality
- Conduct annual health care re-enrollment process
- Respond to external surveys (i.e., CUPA, IPEDS, etc.)
- Maintain service records for all employees
- Update report on current employee for General Conference Yearbook
- Other relevant duties as assigned

SALARY: Commensurate with education and experience.

STARTING DATE: To be determined.

CLOSING DATE: To be determined.

HOW TO APPLY: Interested persons must submit application, resume and copy of degree(s)/transcripts to Human Resource Management

Oakwood University participates in 

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