

## **HR Assistant**

- Part-time: 29 hours per week
- Non-exempt hourly
- \$13-\$16 per hour worked

### **Job Summary:**

The HR Assistant will provide administrative support to the Human Resources Director and the Business Office for HR- and accounting-related tasks and administer the HRA (Health Reimbursement Arrangement) program.

### **Duties/Responsibilities:**

- Manage the HRA (Health Reimbursement Arrangement) program
- Maintain accurate and up-to-date human resource files, records, and documentation
- Answer frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refer more complex questions to the Human Resources Director
- Maintain the integrity and confidentiality of human resource files and records
- Perform periodic audits of HR files and records to ensure all required documents are collected and filed appropriately, as directed by the Human Resources Director
- Provide clerical support to the HR Department and Business Office
- Assist with payroll- and accounting-related functions, including answering employee questions and distributing checks
- Assist with job posting, sourcing applicants, reviewing resumes, scheduling interviews, completing offer letters, processing background checks, checking references, and other recruitment-related duties, as directed by the Human Resources Director
- Conduct or assist with new hire orientation
- Create pay agreements for special events in coordination with legal counsel and the Human Resources Director
- Assist with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations
- Communicate HR-related announcements and information to the Communications Department
- Answer calls for the Human Resources Department and the Business Office
- Assist with annual W-2 creation and distribution
- Perform other duties as assigned

### **Required Skills/Abilities:**

- Excellent organizational skills and attention to detail

- Excellent written and verbal communication skills
- Ability to follow verbal and written instructions
- Ability to type at least 40 words per minute
- Strong analytical and problem-solving skills
- Ability to work independently when needed

### **Education and Experience:**

- High school diploma or equivalent required
- Bachelor's degree in Accounting, Business Management, Human Resources, or related field preferred but not required
- Previous experience in Medical Billing or Accounting preferred but not required
- Previous experience will be considered in lieu of degree requirements

### **Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- Able to lift 15 pounds at times

***This is a part-time position. Submit the OCC application along with a cover letter and resume to [hr@occ.edu](mailto:hr@occ.edu).***

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### ***EQUAL EMPLOYMENT OPPORTUNITY PROVIDER***

*Ozark Christian College is affiliated with Christian churches and churches of Christ. Its mission is to train men and women for Christian service. The college seeks to educate and hire individuals who share its core values to accomplish its mission. It is the intent of the college to create and promote a diverse workforce consistent with its stated goals and mission.*

*It is the policy of Ozark Christian College not to discriminate on the basis of race, color, national origin, sex, age or disability in admission and access to educational opportunities, programs, activities, or employment as applicable to ministries in section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975, as amended and implementing regulations.*

*As a religious educational institution, Ozark Christian College reserves the right to make employment decisions based on religion, marital status, or sex consistent with the college's religious beliefs. Further, as a Christian ministry, the college has the right to select those who serve in ministerial positions based on criteria established by the college.*