



Graduate Assistant

Human Resources

Position Description

Averett University's Human Resources, unit is seeking a graduate assistant who understands and can comply with the University mission, vision and core values; who meets the minimum requirements and who meets the admissions criteria for a Graduate and Professional Studies program. The Graduate Assistant must be enrolled in and attending fulltime as a student in good standing in one of Averett University's graduate degree programs during the term of the employment in this position. The Graduate Assistant is expected to be able to perform as a professional member of the HR department, collaborate on projects and programs, perform statistical analysis at a graduate level, and actively contribute ideas and improvements by engaging in critical thinking and analysis. The level of performance of this team member is expected to be at or above a professional with a year or more of administrative experience.

Qualifications

Minimum Requirements

The ideal candidate will have an understanding of Human Resources in Higher Education and a solution-based mindset; a focused attention to detail; and understand how the HR unit works efficiently and effectively, as well as,

- An undergraduate degree from a regionally accredited college/university in Human Resources or a field related to Human Resources.
- A minimum of 1 year experience working in an HR office or similar professional office setting (this may be an internship/externship or paid position during or after college)

The successful candidate will have experience and strong skills in the following areas:

- Written and oral communications
- Social Media
- Record development as well as data maintenance and security
- Interpersonal relationships with the ability to collaborate with others on projects and problem solving

- Project management – to be able to take a project from concept to reality with supervision and guidance from senior staff
- Problem-solving, with attention to budget, feasibility, and efficiency
- Analysis of quantitative and qualitative information to generate meaningful reports.

Primary Responsibilities

- Coordinate Wellness 2022 program under the supervision of the Director of Human Resources
 - instructing employees on creating a wellness dashboard in the wellness portal
 - embedded in coordinating the Wellness Program where the GA will be creating and presenting at several of the events/activities in the 2022 program
 - instructing employees on the benefits on involvement in the Wellness Program
 - creating a wellness culture that will entail instruction on a 360 degree wellness collaborative at Averett: financially, mentally, physically, socially, culturally, educationally
- Collecting and analyzing data from Manager's Training and New Employee Orientation programs, Great Colleges Survey
- Completing special projects and developing and relaying information to HR director and staff
- Assessing and developing new ways to keep employees informed and engaged
- Assist with Tuition Exchange workshops for faculty and staff
- Summary reports prepared under the supervision of the Director of HR
 - Assessing data from NEO programs
 - Assessing data from Pre and Post Assessments for Manager's Training Workshops
 - Assessing data from Wellness Program Survey
 - Review and analyze Great Colleges data reports with Director of HR
 - CUPA – HR data and compensation trends

Secondary Responsibilities

- Assist with drafting Graduate Assistant Handbook
- Confidentiality agreement checklist
- Preparing New Employee and Open Enrollment documents and packets
- Updating AU People lists to submit to web master
- New Employee Orientation preparation, coordination, and implementation
- Coordinating File Management projects
- Faculty/Staff/Retiree end of year luncheon preparation
- Position Description Inventory

Compensation

GA positions will be provided a compensation package that includes a salary stipend (\$9600), and graduate program tuition remission, with the expectation that they meet the requirements of the position.

Physical Demands

This position requires all of the following to be performed, with or without reasonable accommodations:

- Use of computer keyboard, mouse, screen, software programs such as Office 365, Adobe Creative Suite and other industry standard software
- Use of survey tools such as Lime Survey, Survey Monkey and Invitation Services such as Punchbowl.
- Ability to communicate with employees clearly, orally (listening and speaking) and in writing
- Ability to assemble documents packages, gift bags, and other items

Submit Letter of Interest, Current Resume/Curriculum Vitae (CV), and 3 Professional References to: WellCoordGAsearch@averett.edu

Please note:

- As a condition of employment, Averett University requires all employees to be vaccinated against COVID-19.
- Background checks are required for all positions.
- An applicant must have an unrestricted right to work in the U.S.

Averett University's Annual Security and Fire Safety Report, published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, can be found at <https://www.averett.edu/wp-content/uploads/9.30.21-ASR-for-2020.pdf>.

Averett University is an Equal Opportunity Employer and an Employer of National Service. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Averett University's policies, programs and activities, including hiring practices, comply with federal and state laws and regulations prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, disability, sexual orientation, and gender identity or expression and veteran status. Inquiries related to the University's compliance with Title IX should be directed to Averett's Title IX Coordinator, Amanda Estabrook, at titleix@averett.edu. Additional contact information, reporting options, and the University's Title IX Sexual Harassment Policy can be found at <https://www.averett.edu/about-us/title-ix/>. Inquiries may be made externally to the Department of Education's Office for Civil Rights: <https://www.ed.gov/ocr>.

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