Executive Assistant to Vice President of Human Resources, R19176

Salary: $65,585.00 - $78,705.00 Annually

Location: Bellevue WA, WA

Job Type: -Exempt

Division: Human Resources

Job Number: R19176

Job Status: Full-TimeNot Eligible for OvertimeNon-Represented

DESCRIPTION
The Executive Assistant position is responsible for comprehensive executive administrative support to the Vice President of Human Resources (VP-HR) and oversight of the administrative, operational, budgetary, and project management/tracking functions for the Office of Human Resources. Position duties include, but not limited to, day-to-day constituency services and administrative support activities, managing independent projects and establishing effective project reporting, tracking systems, assisting the VP-HR in communicating with internal and external constituents, and handling multiple incoming issues and concerns, as they arise.

Position requires frequent contact with clients, the public, and College faculty, staff, and students; plans and carries out work independently and with minimum supervision, and utilizing knowledge of laws, policies and regulations; responsible for prioritizing and managing issues as they arise; and maintains and ensures a confidential environment at all times.

COMPREHENSIVE WAGE AND BENEFIT PACKAGE
We offer comprehensive compensation package with salary and benefits as the main components. Competitive salary is within the Range stated above, and commensurate with qualifications and experience. Generous benefits package is offered through Washington State plans that includes multiple medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc.

For more details about Bellevue College's excellent employee benefits, please visit Benefits section, next to Description section.

ABOUT THE COLLEGE
Bellevue College is a diverse student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle where we serve a student population of over 44% students of color and over 1,100 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant and inclusive campus community that supports a diverse student body, faculty and staff. As an essential part of our http://www.bellevuecollege.edu/futurevision/core-themes/, diversity, equity and pluralism are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning and
cultural experiences, we are committed to building an inclusive and diverse campus community that fosters creativity, innovation and student success.

ABOUT THE DEPARTMENT
The Office of Human Resources is a dynamic and dedicated office that integrates strategic human resources management, pay and position administration, and process improvement to build and support a fully engaged, diverse workforce environment to meet the goals and mission of Bellevue College. Our staff strives to make Bellevue College the Employer of Choice by creating and fostering an environment which allows the College to attract, hire, and retain the best people.

POSITION DUTIES
Executive Support

• Complete a broad variety of administrative tasks for the VP-HR including managing complex calendar appointments; composing and preparing correspondence; and arranging complex and detailed travel plans.
• Relieve the VP-HR of routine operational and administrative details and performs administrative functions. Research, prioritize, and follow up on incoming issues and concerns addressed to the VP-HR. Safeguard the confidentiality of College matters by exercising discretion in communicating information to faculty, students, staff and the various publics served by the College and in handling administrative records, file, and similar confidential items. Serve as key research resource for the VP-HR on operational procedures, organizational structure, office goals and objectives, and College regulations, policies, and procedures before implementation.

Departmental Support

• Oversee and manage the day-to-day operations and administrative functions of HR operational needs.
• Obtain and provide specific information on various issues, recommending solutions, coordinating and assisting with operational policy issues; develop and implement operational policies and procedures, ensuring that practices are in conformance with College regulations and policies; interpret College and departmental policies, and advise staff and students of policy provisions; Create and maintain comprehensive filing systems in compliance with policies and procedures regarding records retention.
• Provide daily administration, development, and maintenance of HR web and SharePoint sites. Design web pages and websites using a variety of computer software and/or hardware to produce high-quality electronic communications. Produce and edit website content as needed.
• Plan and coordinate HR events, meetings, and retreats. Collaborate as needed in planning and organizing college-wide events.
• Anticipate and oversee maintenance of office supply inventory including stationery, software, business forms, etc. Anticipate needs for upcoming projects and programs and order materials accordingly. Determine appropriate budgets from which to order.
• May supervise, schedule, and train temporary support personnel.

Fiscal Support

• Responsible for the overall budget and financial management of the department. Assemble and summarize budget and financial data as needed. Assists in the preparation of annual and biennial budgets. Prepares and monitors all budget projections. Provides data and advice when preparing budget requests. Prepares quarterly budget reports.
• Manage, maintain, and audit financial processes in the department. Prepare monthly financial reports. Develop, maintain and manage all financial reports and records.
• Process procurement card transactions, requisitions, and invoices; prepare and submit
professional services contracts; manage, prepare and process program awards such as
employee scholarship, professional development, etc.

Manage, Track, and Document Projects

• Develop comprehensive project tracking and management plans in conjunction. Coordinate
information flow and projects, which may include multiple departments both within and outside
of HR.
• Establish, enhance, and expedite process improvement across organization. Implement
processes and practices that can adapt quickly to changing organization, business, and
demands. Review business process, system or other changes that might impact existing
workflows and recommends methods to optimize to desired state and improve efficiency.
• Collaborate with various administrative units within the College to problem solve and execute
project. Assist with the development and execution of area goals and objectives.
• Maintain HR goals and multi-year work plans and manage periodic reporting on plan
objectives. Organize documentation and material for the VP-HR.

Other

• Research information, compile statistics, gather, compute and analyze various data; prepare
special reports; help implement “best practices” within area operations.
• Research and prepare background information for presentations, articles and publications;
coordinates and assists with policy matters.
• Maintain knowledge on current developments and practices in human resources operations.
Provide backup to HR staff as needed.
• Perform other duties as assigned.

QUALIFICATIONS/CORE COMPETENCIES

• A college degree AND three (3) years of administrative experience. Any combination of
relevant education and experience may be substituted for the educational requirement on a
year-for-year basis.
• Demonstrated ability to use at a high level of competency e-mail, word processing,
spreadsheet, presentation, and electronic calendar software applications.
• Effective interpersonal and intercultural communication skills; expresses written and verbal
information using language that is appropriate to the complexity of the topic and the
knowledge and understanding of the audience.
• Demonstrated ability to foster and maintain harmonious working relations.
• Experience in maintaining a high level of confidentiality.
• Effective time management skills, and ability to multitask and prioritize projects.
• Flexibility of schedule and willingness to work select evenings and/or weekends.

PREFERRED QUALIFICATIONS:

• Project management experience, training, and/or certification.
• Excellent interpersonal skills, including diplomacy and tact, and discernment with regards to
maintaining confidentiality.
• Demonstrated ability to manage multiple priorities with varying deadlines.
• Demonstrated ability to interact with a wide range of people, including students, faculty, staff,
donors, and other College offices.
• Effective organizational skills and experience working successfully with diverse constituents
and organizations.
• Experience working in higher education setting.
• Demonstrated ability to work independently and take initiative while contributing to a team environment.

SPECIAL INSTRUCTIONS FOR APPLICANTS
Applications received by 01/12/2020 will be given full consideration. Applications received after that date may be considered until the position is filled. This position is not eligible for relocation allowance.

Background Check:
Prior to start of employment, a background check will be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant’s suitability and competence to perform in the position.

How to Apply:
Click on the word Apply at the top right corner of the job announcement.

Individuals interested in this position are encouraged to apply. Your application must include a complete online application and all of the required documents below to be considered complete. Any application that does not provide all requested information will be considered incomplete and will not be screened for the position.

• Complete an online application (note that stating "See Resume" on any section of the online Application will be deemed incomplete)
• Attach a Resume
• Attach a Diversity Statement that addresses the following: Please provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to Bellevue College (min 1 pg, max 2 pgs)

To apply, visit https://apprtkr.com/1929060

Bellevue College is an equal opportunity employer committed to providing equal opportunity and nondiscrimination to applicants and employees without regard to race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or whether a disabled or Vietnam-era veteran. Please see policy 4100 at www.bellevuecollege.edu/policies/. Applicants with disabilities who require assistance with the recruitment process may contact hr@bellevuecollege.edu or 425-564-2271. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office R130.

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