



Human Resources Assistant (28 hours/week)

Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking a part-time Human Resources Assistant. This position will support the recruitment efforts of the Library and provide administrative support to the HR Department.

Essential Duties & Responsibilities

- Assist in recruiting efforts by posting open positions including reviewing and screening applications; scheduling interviews; communicating with candidates and hiring managers during hiring process.
- Assist with onboarding process by preparing new hire orientation packets and issuing employee keycards.
- Maintain recruitment files, employee personnel files, various HR databases or worksheets, and other HR forms.
- Coordinate and schedule training requests and registrations.
- Coordinate assigned meetings including scheduling rooms, providing refreshments, other hospitality functions as required.
- Assist with benefits administration as directed.
- Attends meetings and continuing education opportunities as required.
- Serves as backup to Fiscal Assistant.
- Other responsibilities as assigned.

Required Skills & Knowledge

- Bachelor's degree in Human Resources or related field required.
- Two years experience in Human Resources required with experience managing all phases of recruitment and hiring process highly preferred.
- Knowledge of local, state, and federal laws and regulations and general Human Resources principles and practices.
- Ability to handle and maintain confidential information and use appropriate judgement in various situations.
- Proficient with MS Office applications.
- Strong problem-solving skills with attention to detail and ability to work independently.
- Excellent written and verbal communication and interpersonal skills.
- Collaborative and creative, with a win-win disposition and sense of humor.
- Self-motivated, organized, efficient, and productive with excellent time management skills.

Compensation & Benefits

- Starting wage is \$18.96 to \$22.00 per hour
- Excellent benefits package including participation in the Ohio Public Employees Retirement System ([OPERS](#))

Schedule of Hours

- Monday – Thursday, 8:00 am to 3:00 pm, 28 hours per week

To Apply

To be considered for this position, please submit cover letter, resume *and* WCPL application to: Human Resources – **HRA924WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to humanresources@wclibrary.info

- WCPL Application can be found at www.wclibrary.info under Employment

An offer of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check as well as credit reporting check.