

Hampshire College

If the job has supervisory responsibilities, include at least one statement that describes the nature and extent of supervision provided (this should include information such as mentoring, providing feedback, conducting performance reviews, etc.).

	Duty and Responsibility Statements – Like duties or responsibilities should be grouped together.
	<p>Administrative and Support Duties:</p> <ul style="list-style-type: none"> • Provide executive-level support to HR department. • Manage complex calendars. Schedule and coordinate group meetings, appointments, and interviews. Coordinate Director’s travel. • Coordinate event planning, including ordering refreshments, reserving space, etc. when requested. • Coordinate the yearly orientation schedule; confirm orientation dates, times and attendees with presenters; order supplies and food. Follow up with new employees that did not attend planned orientation date. • Respond to ad-hoc requests in a timely and efficient manner. Handle phone calls, assist callers with problem resolution and/or refer callers to appropriate individuals in the department. Provide information to customers and communicate on behalf of the Director. May draft correspondence for Director. • Work with Purchasing Department as needed. • Provide general office support for Director and Talent Management group for example, maintain files, provide backup coverage for the reception desk, open and direct mail or other correspondence. • Act as administrator/vendor liaison for the completion of CORI and background checks as required. Maintain confidential records and spreadsheet for audit purposes. • May provide back-up to the Department coordinator in his/her absence. • May provide back-up to the systems administrator for the applicant tracking system. • May provide assistance to Recruiters with referencing for candidates during busier hiring cycles.
	<p>Budget Monitoring:</p> <ul style="list-style-type: none"> • Monitor department budget lines. • Process requisitions and bills for payment. • Manage p-card and related purchasing activity. • Investigate and resolve problems. • Prepare budget reports and projections for manager and Business Office. May make budget recommendations and produce spreadsheet reports for manager. • Track expenses and monitor on a monthly basis • Complete and process Expense reports.

	<p>Special Projects:</p> <ul style="list-style-type: none"> • Provide project support to Director e.g. conduct web-based research, contact other higher education institutions to gather information, write/report on data gathered through these efforts. • May operate as department “point person” for department projects; may represent work group or department on project teams.
	Other duties as assigned.