

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Temporary Assistant to Interim Vice President for Human Resources	Classification: Temporary- Non- Exempt	LOCATION: PDC
MANAGER/REPORTS TO: Interim VPHR	OVERTIME ELIGIBLE: YES	# OF DIRECT REPORTS: 0

GENERAL STATEMENT OF RESPONSIBILITIES:

The Administrative Assistant provides comprehensive, high-level administrative support to the Interim Vice President of Human Resources (VPHR) for day-to-day operations, departmental initiatives, and special projects. In addition to core administrative responsibilities, this position will support activities related to the implementation of a new Enterprise Resource Planning (ERP) systems (Anthology, NEOED and ADP), ensuring timely coordination, documentation, and communication for the HR component of the project. This is a temporary assignment scheduled to conclude on June 30, 2026.

ESSENTIAL FUNCTIONS:

General Administrative Support:

- Manage the VPHR's calendar, schedule meetings, and coordinate appointments.
- Prepare and edit correspondence, reports, agendas, meeting minutes, and presentations.
- Monitor incoming communications and respond or redirect as appropriate.
- Arrange travel, lodging, and logistics for meetings and events.
- Organize and maintain confidential HR and administrative files.
- Process office supply orders, invoices, and other administrative requests.
- Coordinate department-wide communications and assist in organizing meetings and projects

ERP Project Support (In Addition to Regular Duties):

- Coordinate scheduling and logistics for ERP-related meetings, testing sessions, and training.
- Track HR deliverables and timelines related to ERP implementation tasks.
- Support documentation efforts, including business process mapping, system requirements, and user feedback.
- Maintain organized and secure records of ERP materials, updates, and communications.
- Serve as a point of contact for internal ERP-related questions involving the HR team.
- Assist in the preparation and distribution of ERP-related announcements and training materials as needed.

The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (E-Sign), Zoom, WebEx, and various other Microsoft 365 programs.	Advanced
Communication	Ability to communicate effectively with faculty, staff, and the general public. Excellent intrapersonal skills.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Advanced
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Intermediate
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action.	Basic
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected) and speak and give directions.	Basic

MINIMUM QUALIFICATIONS:

- Associate's degree
- Minimum of two years of administrative experience
- Strong interpersonal, communication, and organizational skills.
- Proficiency with Microsoft Office Suite (SharePoint, Word, Excel, Outlook, PowerPoint).
- Demonstrated ability to handle confidential information with discretion.
- Capacity to multitask and prioritize in a fast-paced, deadline-driven environment

PREFERRED QUALIFICATIONS:

- Experience supporting senior-level leadership.
- Familiarity with HR functions, terminology, and operations.

BENEFITS:

- Sick Leave
- Arizona State Retirement Membership