



Human Resources Assistant

Kentucky Wesleyan College is looking for a full-time Human Resources Assistant to join our community and support the human resources (HR) functions at the college.

Major Responsibilities

- Processing payrolls.
- Supporting the employee recruitment process.
- Assisting with the administration of employee benefit and retirement plans.
- Maintaining information in the HR/payroll software system and in personnel files.
- Responding to inquiries concerning HR policies, procedures, and regulations.
- Providing administrative support to the HR Director.
- Serving as a backup for Accounts Payable when needed.

Qualifications

- A bachelor's degree, preferably in human resources or a related field, and two years of previous work experience in human resources and/or payroll (or equivalent combination of education and experience).
- Knowledge of human resource laws, regulations, and practices. Certification by the Society for Human Resource Management or the HR Certification Institute is preferred.
- Working knowledge of MS Office, especially Excel. Previous experience with Microsoft Dynamics GP is advantageous.
- Strong interpersonal, verbal, and written communication skills.
- Able to handle sensitive information with discretion and in a confidential manner.
- Well organized and detail oriented.

Employee Benefits

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; a generous benefit time program; and tuition benefits. Due to the college's not-for-profit status, employees of Kentucky Wesleyan may be able to receive loan forgiveness under the Public Service Loan Forgiveness Program of the US Department of Education.

Application Process

To apply, complete the online application at <https://kwc.edu/application-for-employment/>. Review of application materials will begin immediately and will continue until the position is filled.

A background check will be required of the hired candidate. Incoming employees must be fully vaccinated against COVID-19 unless a reasonable accommodation for medical or religious reasons is requested and approved. The College will not sponsor applicants for work visas.

Kentucky Wesleyan College is an equal opportunity employer and is committed to attracting qualified candidates from underrepresented groups.

Additional Information

Kentucky Wesleyan College is a private, four-year liberal arts institution located in the vibrant city of Owensboro. A United Methodist-related college founded in 1858, Wesleyan is known for excellence in academics and a superior residential experience. Kentucky Wesleyan earned a #8 ranking in 2017 from U.S. News & World Report as a Best Regional College in the South, along with a #3 ranking in the South in the category of “Great Schools, Great Prices,” which measures academic quality compared to cost of attendance.

Kentucky Wesleyan students can choose from 29 majors and 13 pre-professional programs. Classes have a 12-to-1 student-faculty ratio, and 88 percent of the faculty have a Ph.D. or terminal degree. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees.

The Kentucky Wesleyan Panthers compete in NCAA Division II and are charter members of the Great Midwest Athletic Conference comprising teams from Ohio, Michigan, Kentucky, and Tennessee. Athletic teams include baseball, basketball, bowling, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, and wrestling.

The College employs approximately 200 faculty and staff who work together on a single campus. Kentucky Wesleyan provides a challenging and supportive academic experience for students as well as a positive and stimulating work environment for employees.

A hallmark of the Kentucky Wesleyan experience includes “The Wesleyan Way,” beliefs which guide the entire college community:

- We do everything with honor.
- We always support each other.
- We will compete with integrity.
- We love each other in Christ.

Kentucky Wesleyan College values the unique contributions of all members of our campus community. As part of our mission to prepare future leaders intellectually, spiritually, and physically, we strive to provide an atmosphere that encourages and challenges all members of the Kentucky Wesleyan College campus community to exhibit an understanding and appreciation of cultural and human differences. We are committed to being a community that reflects the diversity of our larger society. We expect all members of our institution to actively create and maintain an inclusive learning and living environment that embraces diversity in all forms, including race, ethnicity, gender, gender identity, socio-economic status, national origin, sexual orientation, disability, religion, and thought.

More information about Kentucky Wesleyan College may be found at <https://www.kwc.edu/>.