



Programs of the Western Pennsylvania School for the Deaf

Dr. Steven E. Farmer, *Chief Executive Officer*

POSITION TITLE:

Administrative Assistant, Human Resources Department

REPORTS TO:

Director of Human Resources

LOCATION:

Western Pennsylvania School for the Deaf
300 E Swissvale Ave
Pittsburgh, PA 15218

POSITION OPENING:

9/1/2021

JOB

DESCRIPTION:

This is a 12-month, non-exempt, full-time position. Responsibilities: Performing administrative support duties for the Human Resources Dept. which includes but are not limited to maintaining employee database and ensuring that all personal data from employees is accurate and updated when necessary, maintaining accurate recordkeeping of new hire files, clearances for current and new employees, teacher certification, maintaining and updating personnel files, obtaining proper paperwork prior to starting their position, obtains and collects clearances, and general knowledge of the ADP payroll system and provide the payroll specialist with appropriate paperwork, assists with Worker's Compensation claims, maintains substitute lists for all Programs of the Western PA School for the Deaf, assists with the monthly Safety Committee by ensuring minutes, agendas, sign-in sheets, food requests, etc. are set up and manages the regular ordering of supplies needed for the department.

MINIMUM

QUALIFICATIONS:

A high school diploma and equivalent is required along with prior Administrative Assistant experience. An Associate's Degree and prior Human Resources experience is preferred. Must possess skills in MS Office, Word, Excel, Power Point etc. The ability to communicate in a professional and courteous manner is required. Additionally, confidentiality and organizational skills are a must. Prior familiarity with ADP payroll software if preferred but not required.

SIGNING REQUIREMENTS:

The Sign Language Proficiency Interview for the position is "Survival." The minimum level accepted at hire is "No Functional Skills."

CLEARANCES REQUIRED:

PA Criminal Background, PA Child Abuse, and FBI Clearance required. A physical, drug screen and TB is required prior to beginning employment

APPLICATION

PROCEDURE:

Send letter of application and resume to:

Alisa Stroud
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
astroud@wpsd.org

It is the policy of the Western Pennsylvania School for the Deaf not to discriminate in its programs, education, employment and all other activities on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, gender identification or sexual orientation. Any complaints of discrimination should be directed to the Director of Human Resources.

