English Language Institute
Part-Time HR/Payroll Assistant

- Monitors ELI Payroll email account, responding to inquiries of various levels of complexity from employees and staff, collaborating with both internal and external departmental staff to achieve resolution.

- Processes departmental semi-monthly payroll, session instructor contracts, and salaried staff overtime contracts. Works closely with the ELI HR and Payroll Coordinator and ELI Associate Directors when necessary to confirm all instructor, academic level coordinator, special program coordinator, administrative, cohort and other miscellaneous s-contracts in each session.

- Maintains faculty substitution process, including communications with faculty and submission of appropriate payroll forms.

- Provides payroll support to all levels of departmental employees and instructors.

- Functions as back-up Timekeeper for UD Time.

- Updates Employee and Tutor Pay Rates Access databases and other HR-related Excel spreadsheets, including New and Rehire employee spreadsheet, the Supplemental Faculty Log, and the Faculty Substitution Log.

- On-boards non-benefitted English Language Institute employees, i.e., work study, miscellaneous wage, and supplemental employees; collaborate with UD Payroll, HR, and UD IT when necessary.

- Assists the ELI HR & Payroll Coordinator in identifying, investigating, and resolving miscellaneous employee HR issues of various complexities.

QUALIFICATIONS:
- High school diploma or GED
- Strong written and oral communication skills
- Ability to analyze and interpret data and make independent decisions and judgments
- Ability to maintain absolute confidentiality and high level of integrity
- Ability to handle multiple tasks simultaneously
- Ability to communicate effectively with a wide range of constituents
- Knowledge of University of Delaware PeopleSoft processing systems is preferred
- Intermediate skills in the use of Word, Excel and Access is required
- Some basic knowledge of WordPress a plus, but not required

To apply, please send a cover letter and resume, including three professional references, to Wendy Clark at wclark@udel.edu.