

# EMPLOYMENT OPPORTUNITY

<b>Position</b>	<b>HUMAN RESOURCES ASSISTANT</b>
<b>Department</b>	Administration
<b>Program</b>	Human Resources
<b>Job Summary</b>	Under administrative direction, assist Department Administrator; types, records, and files various complex documents generated and/or processed through Human Resources Department; assist in the coordination and/or monitoring of agency policies and procedures; processes incoming/outgoing mail; gathers, collates, and compiles information regarding statistical and activity records and reports; receives phone calls and visitors; schedules/sets up meetings and appointments; utilizes word processing and/or computer equipment in performance of duties; supervises staff as required. Perform other related duties as required.
<b>Requirements</b>	Completion of post-secondary education with an Associate Degree (Bachelor's Preferred) in Business Management or related field supplemented by one (1) year Personnel Practices experience, data entry/retrieval procedures, and operation of word processing and computer equipment or equivalent combinations of experience and/or education; computer literacy; Summit County residency; fingerprint and background checks conducted.
<b>Pay Rate</b>	\$1,212.00 Bi-weekly / \$15.15 per hour (Pay Grade 24)
<b>Benefits</b>	Medical, Life, Dental, Prescription, Vision, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
<b>Classification/FLSA</b>	Regular, Full-time, Year-Around and Non-Exempt
<b>POSTING DATES</b>	<b>July 31, 2017 – August 18, 2017</b>
<b>Send Resume/ Application to:</b>	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street, Akron, Ohio 44308 <b>Or</b> , E-mail resume to <a href="mailto:resumes@ascainc.org">resumes@ascainc.org</a>

**NO PHONE CALLS.** Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.  
For employment opportunities and other agency information visit [www.ascainc.org](http://www.ascainc.org)

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