

HRIS Assistant II
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=264295>

Downloaded On: Oct. 23, 2025 7:28pm

Posted Oct. 23, 2025, set to expire Feb. 20, 2026

Job Title HRIS Assistant II
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Oct. 23, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Human Resources

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Apply By Email

Job Description

Posting Details

Position Information

Position Title: HRIS Assistant II

Requisition Number: SCA00867

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General Description

Reporting to the Manager of HRIS, the HRIS Assistant II provides a full range of clerical and administrative support for the HRIS function within the Office of Human Resources. This position is responsible for data entry into the College's enterprise-wide system (Ellucian Banner) for payroll processing, maintaining updates to employee records, maintaining the accuracy of leave time balances for staff and twelve-month faculty in the UKG/Kronos and Banner HR systems, and generating ad hoc reports. The HRIS Assistant II provides exceptional customer service in responding to basic requests and questions related to HRIS systems, while providing administrative support for HRIS projects, employment verifications, and the scanning and imaging of personnel files and related documents.

#ID23

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Assist in the maintenance of the UKG Ready / Kronos timekeeping system, including providing

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customer service to employees and managers related to the system.

- Track and audit federal work study and regular student worker documents and job assignments.
- Assist employees and external parties with the employment verification process and use of the Work Number verification system.
- In collaboration with the General Counsel's office, respond to subpoena requests for employee records.
- Process personnel action forms (c-forms) and paysheets, input employee information into the Banner system, including employee and student job assignments and employee changes (including change of address, education and degrees, marital status, and name changes) and reviewing outputs for accuracy.
- Generates standard reports for Human Resources or external departments.
- Maintains established timelines and ensures accurate and full completion of projects in a timely and efficient manner.
- Demonstrates accuracy and attention to detail in the imaging, indexing, and maintenance of personnel records and files.
- Maintain confidentiality of HR records.
- Data entry of time allowances for all new hires under one year and PT Classified staff time allotments.
- Assist with special projects as needed.
- Deliver quality customer service to both internal and external constituents in a professional, helpful and courteous manner.
- Provide backup support for generation of all audit reports as needed.
- Provide back-up support to ensure timely delivery of documents to payroll.
- Perform other duties as assigned.

Minimum Qualifications

- High school diploma, or G.E.D. required.
- Five (5) years of related administrative experience required.
- Proficiency with MS Word and Excel required.
- Proficiency in Adobe Acrobat required.
- Prior experience utilizing an HRIS system required.
- Excellent organizational and time management skills required.
- Strong attention to detail and accuracy is required.
- Good customer service and communication skills (verbal, written, and interpersonal) to communicate effectively with College staff and faculty required.
- Ability to use independent judgment within established guidelines required.

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- Ability to maintain confidentiality of employee records required.
- Ability to meet deadlines and perform multiple tasks with rapidly changing priorities required.
- Ability to collaborate well with others required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment inclusive of students, faculty and staff of varying social economic, cultural, ideological and ethnic backgrounds required.

Preferred Qualifications

- Associate's or Bachelor's degree preferred.
- HR or Payroll experience preferred.
- Experience with MS Access preferred.
- Ellucian Banner and UKG experience preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years

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- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 7

Min Salary/Hourly Rate: \$26.00

Job Posting Open Date: 10/21/2025

Type of Position: Confidential

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle

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- Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
- No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have five (5) years of related administrative experience?
- Yes
 - No
5. * Do you have prior experience utilizing an HRIS system?
- Yes
 - No
6. * Do you have HR or Payroll experience?
- Yes
 - No
7. * Do you have experience utilizing Ellucian Banner and UKG?
- Yes
 - No

Documents Needed to Apply

Required Documents

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1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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