

Alliant Energy, headquartered in Madison, WI, is a Fortune 1000 company traded on the NYSE under the symbol LNT. Our corporation is a regulated, investor-owned public utility holding company providing regulated electric and natural gas service to approximately 1 million electric and 400,000 natural gas customers in the states of Iowa, Wisconsin and Minnesota.

Alliant Energy is currently recruiting for a Human Resources Assistant at our corporate headquarters in Madison, WI. We will be filling two positions at part-time status, working 30 hours per week. Hours will rotate between 8am to 5pm, Monday through Friday. If you are interested in this challenging opportunity, please apply online at www.alliantenergy.com/careers before April 10th, 2010.

Job Summary:

Performs administrative support duties in all areas of human resources with extreme confidentiality and discretion to include internal and external customer inquiries via telephone and email and inputting transactions into various systems in accordance with operational procedures.

Supervision Received: Performs work under the supervision of a Director, Manager or Team Lead.

Supervision Given: None

Job Accountabilities:

Provides administrative support to all areas in Human Resources, such as recruitment and staffing, personnel records, labor relations, compensation, benefits, training and/or compliance programs.

Processes various applications, enrollments, pay change, information and other confidential forms.

Gathers information and prepares reports.

Maintains and distributes appropriate information, current employee information, and policies and procedures.

May perform duties involving drug and background screening, responding to phone, voice mail and e-mail inquiries received from employees about various HR programs, policies and procedures.

Perform maintenance of the knowledge data base used to provide employee self-service inquiry support.

Perform transaction support by receiving, analyzing, enter and file of requests to add or update data in HR Systems.

Perform defined established operational procedures accurately and timely.

May be responsible for establishing and maintaining the centralized employee filing system, records and reports.

May assist in researching and processing confidential information and documents, such as personnel records, reports and statistical information, provide certified copies of personnel records and other documents.

Assists in making recommendations for the creation and revision of policies and procedures to facilitate increased operational efficiency of the department.

Job Qualifications:

Education and/or experience equivalent to an Associate degree from an accredited two-year college with a degree in business or a related area.

A minimum of three years administrative experience, with one year preferably in human resources.

Proven ability to successfully pass the alpha/numeric dexterity at a minimum of 85 keystrokes per minute/ with 5 errors or less, proficiency in word processing and developing spreadsheets within a windows environment, preferably using Microsoft Word and Excel, experience with desktop publishing and/or graphics software, preferably PowerPoint.

Demonstrated ability to be detail-oriented while maintaining accuracy.

Demonstrated effective verbal and written communication skills; strong interpersonal skills.

Demonstrated strong prioritizing and organizational skills.

Excellent customer interfacing skills.

Proven ability to handle confidential matters.

Proven capacity to understand, take initiative and carry out duties of the job with a minimum of supervision.

Ability to work in a diverse work environment.

Must have a valid drivers license.

Performance Skills:

Attention to Detail: Able to be alert in a high-risk environment; follow detailed procedures and ensure accuracy in documentation and data; carefully monitor gauges, instruments, or processes; concentrate on routine work details, and organize and maintain a system of records.

Decision Making & Problem Solving: Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics; review facts and weigh options.

Flexibility: Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.

Policies, Process & Procedures: Able to act in accordance with established guidelines; follow standard procedures in crisis situations; communicate and enforce organizational policies and procedures; recognize and constructively conform to unwritten rules or practices.

Quality: Able to maintain high standards despite pressing deadlines; establish high standards and measures; do work right the first time and inspect material for flaws; test new methods thoroughly; reinforce excellence as a fundamental priority.

Tolerance of Ambiguity: Able to withhold actions or speech in the absence of important information; deal with unresolved situations, frequent change, delays, or unexpected events.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Alliant Energy is committed to providing an inclusive work environment for all and is proud to be an equal opportunity employer M/F/D/V. The successful candidate will be subject to a pre-employment drug screen, physical and background investigation. To apply for this challenging opportunity, please complete the online application, including resume and salary requirements, no later than April 10th, 2010.

A core corporate value of Alliant Energy is to be a responsible corporate citizen, caring for the environment and the communities where we do business and encouraging diversity in our employee and supplier ranks, we recognize, respect and appreciate the valuable and different perspectives that each of us bring to the work environment, our company and our customers.