

Human Resources Assistant

Job Code 00007318

General Description

Responsible for providing a variety of Human Resources services according to assigned area.

Examples of Duties

- Serve on and provide support to various university and external permanent and ad hoc committees, task forces, and teams.
- Complete special projects and tasks as assigned by the appropriate supervisor, director and associate director.
- Maintain leave records and provide guidance to department time administrators regarding leave policies and procedures.
- Oversee maintenance of employee personnel files.
- Maintain supply of new hire folders, dividers, labels, and stickers, NEO folder contents and insurance packets.
- Assist faculty and staff with benefits related issues.
- Complete employment verifications via phone or in writing.
- Prepare records for subpoenas and open records requests and prepare invoices as needed.
- Provide leadership and direction to student workers.
- Assist with New Employee Orientation by verifying attendees in advance and assisting presenter during session.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: relevant UPPSs, state and federal laws, Open Records Act, university payroll deadlines, insurance and retirement benefits.

Skill in: performing basic mathematics, interpreting requests for information, establishing rapport with a variety of clients, working as a team member, directing the work of others, performing SAP/HRIS computer applications, training student workers, organization, completing forms, problem solving, decision making, using Microsoft applications.

Ability to: read, understand and interpret policies and procedures, prepare reports and complete forms, understand applicable laws, prepare correspondence, enter data, perform basic math, communicate verbally to groups and individuals, prioritize own workload, create computer generated forms, backup important data, research laws and policies, maintain confidentiality, maintain databases, read reports, and research policies and procedures, multitask.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirement

None