

Senior Human Resources Assistant

Job Code 00007312

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 manager, director and associate director.
Coordinate and conduct New Employee Orientation and graduate student enrollment meetings.
Counsel employees, managers and vendors regarding insurance, retirement and other benefits associated with employment at Texas State University.
Assist employees with insurance, retirement and other new hire paperwork.
Answer employee benefits, records, and related questions.
Complete written and verbal employment verifications.
Respond to all unemployment claims.
Distribute prior state service requests to other agencies.
Audit and enter payroll deductions for tax withholding.
Enter enrollment information into ERS Online.
Maintain and enter employee personal data into the HR database.
Process separation paperwork for employees.
Produce employee lists and other reports from the HR database.
Ensure forms and processes are completed according to established policies and procedures.
Provide administrative and technical support for professional development workshops and activities.
Organize, host, troubleshoot and conduct follow-up for workshops.
Coordinate New Employee Orientation II Confirm workshop participants in SAP.
Maintain a filing and records management system for workshop and office files.
Process travel and reimbursement requests.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: relevant UPPSs, SAP/HRIS databases, state and federal laws regarding insurance and retirement benefits and human resources issues.

Skill in: performing basic math, preparing memos and records; performing SAP/HRIS computer applications, training student workers, organization, problem solving and decision making, interpreting requests for information, completing forms, working as a team member, establishing rapport with a variety of clients, using Microsoft Office applications.

Ability to: read, understand and interpret policies and procedures, prepare reports and complete forms, understand applicable laws, solve problems, prioritize own workload, prepare correspondence, maintain databases, enter data, perform basic math, operate a computer and related equipment, communicate verbally to groups and individuals, maintain confidentiality, and multitask, coordinate activities.

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 Requirements

None