Human Resources

University of Wisconsin – Superior
Position Description
Human Resource Assistant - Advanced

POSITION SUMMARY: The Human Resource Assistant – Advanced is responsible for performing personnel work in a variety of assigned program areas. Duties include providing general administrative assistance, performing data entry in a variety of programs and databases, and assisting with personnel activities for classified and unclassified staffing as needed. The position functions as office manager and receptionist and is responsible for providing a high level of customer service to office visitors and callers. The work is performed within the limits of prescribed policies, procedures and assignment directives under the general supervision of the Director of Human Resources.

20%  A. Office Management and Receptionist Duties
1. Provide highest quality customer service to office visitors and callers, providing research and follow-through with customers as necessary; provide employment and application process information.
2. Respond to general questions regarding HR policies and procedures (i.e., Criminal Background Check Policy, Tuition Reimbursement, etc.) referring customers to appropriate staff as necessary.
3. Process and distribute incoming and outgoing mail and packages.
4. Provide administrative support to the Vice Chancellor, Administration and Finance (i.e. when necessary schedule meetings, answer phone, distribute mail, file).
5. Coordinate travel arrangements for staff.
6. Coordinate the purchasing for the department and process purchase requisitions; maintain financial records and budget for Human Resources.
7. Complete work order requests when needed.
8. Maintain office supply stock, ensure that all office machines are functional (i.e., paper, toner) and process supply orders as needed in accordance with campus purchasing guidelines.
9. Monitor and oversee all campus bulletin boards designated for HR use and monitor labor law posting requirements to ensure compliance. Order updated posters as necessary.

30%  B. HR Transactions
1. Coordinate new hire activities including processing new appointment data into HRIS system, completing new employee checklists and monitoring the receipt of required paperwork (I-9; W-2, direct deposit, etc).
2. Create and maintain employee email distribution lists.
3. Update academic staff listing on an annual basis relative to their years of service in accordance with Academic Staff Policies and Procedures; coordinate, prepare and distribute information and instructions to supervisors and academic staff regarding the evaluation process and deadlines; collect evaluation materials and record recommendations received.
4. Prepare and distribute academic staff correspondence of recommendations made concerning retention/non-retention, promotion/reclassification requests, and salary adjustments in accordance with Academic Staff Policies & Procedures.
5. Prepare annual salary letters for the annual unclassified staff salary adjustments.
6. Assist in recruitments, develop position descriptions, determine appropriate classification and salary, post vacancy announcements and layoff referral service announcements, and maintain Office of State Employment Relations civil service certifications for UW-Superior.
7. Update website with current hiring process and forms; post unclassified staff vacancy announcements on the university HR website and HigherEdJobs.com website.
8. Prepare interest letters for vacant classified civil service positions.
9. Manage classified interview process, scheduling interviews and preparing rejection letters.
10. Create and maintain recruitment files.
11. Create and maintain official personnel files; copy appropriate materials to be filed in permanent file; maintain accurate, up-to-date files on all faculty and academic staff; maintain unclassified employee personnel records in card file and computer data base; maintain lists of current faculty and academic staff.
12. Prepare ad hoc contract letters.

30%  C. Program Oversight.
1. Manage LTE appointments, review LTE request forms to determine proper classification and pay rate; enter new LTE appointments into HRIS appointment system; originate employment files; maintain resume file of LTE and other short-term employment positions (i.e., adjuncts); prepare website
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Postings and newspaper ads for LTE vacancies; make recommendations to supervisors as to qualified applicants for LTE positions; maintain historical data/logs on LTE employees.

2. Conduct criminal background checks for classified, unclassified and student employment candidates, notify hiring departments of results; audit and prepare billings.

3. Oversee worker’s compensation program, maintaining record keeping and responding to requests from employees and System as needed.

4. Manage pre-employment job assessments.

5. Develop and maintain university organizational charts.

6. Oversee tuition reimbursement program maintaining spreadsheet records.

7. Oversee the classified professional development fund expenditures maintaining records.


9. Oversee coordination and submission of compensation survey requests including annual CUPA surveys.


11. Provide guidance/training to co-workers regarding HR program processes.

20% D. Miscellaneous

1. Assist HR Manager with annual Performance Evaluation Process for classified employees; track reviews and provide follow-up with supervisory staff as needed.

2. Manage HR website, including oversight of maintaining current information ensuring compliance with Web use policies.

3. Conduct classification and/or market surveys as requested.

4. Prepare reports and analyses in a timely manner in response to requests from University staff, UW System staff, Department of Administration, and other entities as needed.

5. Annually update employee listing for commencement exercises.


7. Schedule room reservations, set up and equipment need for training programs; produce workshop materials such as packets, evaluations and training materials, enter training evaluation results on spreadsheet.

8. Provide specialized assistance to Human Resource Director when requested.

9. Attend training seminars, conferences and meetings to broaden knowledge and skills as applicable opportunities arise.

10. Perform related work as assigned.

KNOWLEDGE, SKILLS, and ABILITIES:

1. Knowledge of public administration and personnel management practices.

2. Knowledge of state and federal laws and regulations affecting human resource operations, as well as applicable state and university policies.

3. Knowledge and application skill in effective use of business application software programs, i.e. Microsoft Office, Peoplesoft.

4. Ability to communicate effectively, both orally and in writing, for the purpose of obtaining or conveying information.

5. Ability to manage multiple tasks and set priorities under competing deadlines.

6. Ability to solve problems independently.

7. Ability to establish and maintain effective working relationships with university, government officials, students and other representatives.

8. Ability to be highly accurate with strong attention to detail and be highly organized.

9. Ability to maintain professionalism and respect for confidentiality.

10. Bachelor’s Degree from an accredited institution in Human Resource Management, Business Administration or related field preferred.