POSITION SUMMARY: The Human Resource Assistant 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 University Staff, Faculty, Academic Staff, and Limited appointees 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.

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.
2. Respond to general questions regarding HR policies and procedures referring customers to appropriate staff as necessary.
3. Process and distribute incoming and outgoing mail and packages.
4. Provide administrative support to Human Resources Administrators as needed.
5. Coordinate the purchasing for the department and process purchase requisitions; maintain financial records and budget for Human Resources.
6. Manage office filing systems.
7. Monitor and oversee all campus bulletin boards designated for HR use and monitor labor law posting requirements to ensure compliance.

B. HR Transactions
1. Complete new hire paper work/checklist with employees and ensure I-9 compliance.
2. Create and maintain employee email distribution lists.
3. Manage volunteer onboarding.
4. Assist HR staff in recruitment activities.
5. Assist with performance evaluation process.
6. Develop and maintain university organization charts.
7. Coordinate HR communications to campus.

C. Payroll and Benefits
1. Assist with monitoring employee self-service process.
2. FMLA time tracking.
3. Work with the Payroll and Benefits Specialist to ensure compliance with state and system policies.
4. Serve as back up to payroll and benefits specialists as needed.

D. Miscellaneous
1. Coordinate workshops, seminars and special events.
2. Attend training seminars, conferences and meetings to broaden knowledge and skills as applicable opportunities arise.
3. Manage website content.
4. Perform related work and special projects as assigned.

KNOWLEDGE, SKILLS, and ABILITIES:
- Knowledge of public administration and personnel management practices.
- Knowledge of state and federal laws and regulations affecting human resource operations, as well as applicable state and university policies.
- Knowledge and application skill in effective use of business application software programs, i.e. Microsoft Office, PeopleSoft.
- Ability to communicate effectively, both orally and in writing, for the purpose of obtaining or conveying information.
- Ability to manage multiple tasks and set priorities under competing deadlines.
- Ability to solve problems independently.
• Ability to establish and maintain effective working relationships with a diverse staff, government officials, students and other representatives.
• Ability to be highly accurate with strong attention to detail and be highly organized.
• Ability to maintain professionalism and respect for confidentiality.

MINIMUM QUALIFICATIONS:
• Experience within a Human Resource setting

PREFERRED QUALIFICATIONS:
• Bachelor’s degree
• Public Employment Experience