UNIVERSITY OF WISCONSIN – SUPERIOR
POSITION DESCRIPTION
Human Resource Assistant – (1-year PROJECT)

POSITION SUMMARY
Under the general direction of the Human Resources Director, the human resource assistant is responsible for the administrative support of day-to-day human resource operations. This position also serves as office manager for the office of Human Resources and to the Vice Chancellor of Administration and Finance.

Office Management
- Provide highest quality customer service to office visitors and callers
- Respond to general questions regarding HR policies and procedures referring customers to appropriate staff as necessary
- Process and distribute incoming and outgoing mail and packages
- Provide administrative support to the Human Resource Director and the Vice Chancellor, Administration and Finance
- Coordinate purchasing; maintain financial records and budget for Human Resources
- Monitor, oversee, and update campus bulletin boards designated for HR use and monitor labor law posting requirements to ensure compliance
- Assist with event coordination
- Assist human resource office staff as needed

Coordination of Human Resource Functions
- Complete new hire paperwork/checklist
- Create and maintain official personnel files
- Develop and maintain university organization charts
- Serve as recruitment search support
- Ensure criminal background check compliance
- Manage employee contracts

Coordination of Payroll and Benefit Functions
- Complete new hire paperwork/checklist
- Assist in administration of benefit programs
- Conduct candidate benefits overviews
- Counsel employees on benefits options resulting from life changes
- Review insurance forms for accuracy and completion
- Confirm the accuracy of monthly payroll processing

Miscellaneous Functions
- Other duties as assigned
- Complete mandatory trainings and professional development opportunities

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
- Ability to develop collegial working relationships
- Work independently and as part of a team environment
- Excellent judgment including sensitivity to personal and confidential information
- Ability to communicate effectively with a diverse campus and population.
- Must possess high attention to detail
- Ability to plan, organize and prioritize work
- Ability to process payroll and benefits accurately within established timelines
- Ability to work with automated timekeeping and Human Resources Information System (HRIS) systems
- Effective analytical and problem-solving skills
- Ability to resolve complex issues
- Ability to quickly learn university policies, Wisconsin administrative codes, state statutes, compensation/pay plans, federal/state laws and regulations, and agency rules and policies and have the ability to apply the rules to payroll
• Excellent oral and written communication skills
• Customer service skills
• Knowledge of Human Resources practices

Minimum Qualifications
• Experience in a customer service position

Preferred Qualifications
• Experience working in a Higher Education setting