Title: Human Resources Assistant 1

Pay Scale Group: 62

Essential Function

Under general supervision from a designated supervisor, provide customer support in one or more functional areas of the Human Resources Service Center, which may include recruitment and employee records; benefits administration; and training. Duties and tasks are routine in nature and performed following standard procedures.

Characteristic Duties

1. Provide customer support with routine matters in one or more functional areas of human resources, following standard procedures.

2. Respond to routine human resources inquiries.

3. Review assigned work and output for accuracy and completeness. Enter data from human resources forms.

4. Maintain records, files and documentation.

5. Assist with collection of data for periodic reports.

6. Maintain the confidentiality of all information.

7. Achieve measurable human resources team and university goals.

8. Provide administrative support as needed (i.e., operating computers, copying and collating; receiving, sorting, and distributing mail; answering telephones and taking messages).


Minimum Qualifications

- High school/GED diploma; knowledge of keyboard; at least six (6) months experience in a human resources environment.

Last updated: June 2005