Title: Human Resources Assistant 2

Pay Scale Group: 64

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 employment, employee records; benefits administration; and training. Duties and tasks may be non-routine in nature.

Characteristic Duties

1. Provide customer support with routine and non-routine matters in one or more functional areas of human resources, following standard procedures.
2. Ensure standard procedures are followed.
3. Respond to moderately complex human resources inquiries.
4. Assist with training and development.
5. Review assigned work and output for accuracy, completeness, and compliance.
7. Assist with research and analysis of data/records and provide recommendations.
8. Maintain the confidentiality of all information.
9. Achieve measurable human resources team and university goals.
10. Provide administrative support as needed (i.e., operating computers, copying and collating; receiving, sorting, and distributing mail; answering telephones and taking messages).
11. Perform related duties based on departmental need.

Minimum Qualifications

- Associate’s degree in human resources or related field and knowledge of keyboard; -OR- high school/GED diploma; knowledge of keyboard; and eighteen (18) months experience in a human resources environment.

Last updated: June 2005

An affirmative action/equal opportunity institution