Title: Human Resources Associate

**Essential Function**

Under general supervision from a designated administrator, provide assistance in support of a variety of human resource functions related to the implementation and administration of HR policies, procedures, and programs.

**Characteristic Duties**

Initiate transactions in HR systems and ensure timely and accurate completion.

Respond to inquiries by providing information on HR policies & procedures, and programs to college offices/departments, faculty and staff (e.g., bargaining unit matters, general counsel any and all requests, employee historical research, etc.), and escalate as needed.

Provide HR metric reports and other related information for HR leadership and college offices/departments.

Verify I-9 documents and assists in the resolution of non-confirmations for e-verify and auditing and follow-up of missing SSNs.

Assists in developing materials for various training sessions (e.g., HR101, etc.).

May assign and review duties of the student worker.

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor’s degree or equivalent combination of education and experience.