

Classification Specification: Sr. Human Resources Assistant

Classification Number: 64622 Pay Grade:
Effective Date: February 23, 2017 Current Exemption Status: Nonexempt

Position Summary

Reviews, approves and processes personnel action forms for staff and student workers. Provides assistance and training on personnel matters, job development, recruitment, selection, time reporting and record maintenance. Provides advice regarding job search tools and resumes. Creates and compiles reports for compliance purposes.

Essential/Primary Duties

- Assists in management of employment programs, and provides advice on job searches.
- Analyzes data, writes queries and creates personnel related reports. Collaborates with other departments and administrators to resolve individual and system wide problems. Makes recommendations for improving efficiency and functionality of data systems. Participates in the development and testing of forms and systems.
- May manage job postings for department.
- Reviews, approves and processes personnel action forms. Records and verifies employment information changes.
- May establish and may maintain personnel records.
- May provide training, information, documents and presentations. Responds to personnel related questions.
- Represents department at campus events and programs.
- May facilitate employment discussions and processes with supervisors and employees.

Experience and Education

Experience

- 1 year related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to maintain sensitive or confidential information

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.