AUBURN
Human Resources

Human Resources Assistant

Job Description

JOB INFORMATION

Job Code	EB45
Job Description Title	Human Resources Assistant
Pay Grade	HR05
Range Minimum	$38,450
33rd %	$44,860
Range Midpoint	$48,060
67th %	$51,270
Range Maximum	$57,680
Exemption Status	Non-Exempt
Approved Date:	5/3/2024 12:47:42 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Coordinates human resource processes which support the operational functions at a division level. This job is considered to be a training level within Human Resources function and would not be suitable as the only HR-related job within a college/school or division.

RESPONSIBILITIES

- Coordinates human resources related processes such as, but not limited to, performance evaluations, new hires, new employee orientation, payroll and benefits, job description development, and policy development. Serves as a point of contact for questions from employees and/or departments regarding human resource functions.
- Coordinates various project activities, resources, equipment and information. Segments projects into actionable tasks, sets time frames, and assigns to the appropriate personnel based on project type. Monitors project progress and addresses any issues that arise. Keeps supervisor informed of major issues, compliance risks, and other matters.
- May plan and coordinate large or complex projects/events, and/or special activities such as orientations, consultations, trainings, and employee engagement activities.
- May provide training and support to enhance process capabilities across a department, including development of instructional aids. May schedule, plan, or promote training from central units to assist departments with needed improvements or initiatives.
- Gathers information and prepares various reports and correspondence; collects and analyzes data to provide reports to enhance the goals of the department.
- Acts as a liaison between employees or departments to division human resources or central human resources. Provides leadership, guidance, and counsel on matters related to human resources.
- May oversee student or temporary employees. Assigns duties, provides advice and direction on work-related matters, and monitors progress of work.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Associate's Degree or Vocational Certificate	No Specific Discipline; Business or Human Resources preferred	and	2 years of	Administrative Operations, Business Operations or Human Resources	Or
High School Diploma or GED		and	6 years of	Administrative Operations, Business Operations or Human Resources	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of various Human Resources related state and federal regulations, laws, and acts.	
Knowledge of and proficiency in utilizing Microsoft Office Suite including Word, Excel, and PowerPoint.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.