
Auburn University Job Description

Job Title: **Human Resources Assistant**

Job Family: No Family

Job Code: **EB45**

Grade 31: \$31,300 - \$52,100

FLSA status: Non-exempt

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.

Essential Functions

1. 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.
2. Coordinates various project activities, resources, equipment and information. Segments projects into actional 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.
3. May plan and coordinate large or complex projects/events, and/or special activities such as orientations, consultations, trainings, and employee engagement activities.
4. 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.
5. Gathers information and prepares various reports and correspondence; collects and analyzes data to provide reports to enhance the goals of the department.
6. 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.
7. May oversee student or temporary employees. Assigns duties, provides advice and direction on work-related matters, and monitors progress of work.
8. Performs other related duties as assigned by the supervisor.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	General. A bachelor's or master's degree in Business or Human Resources may substitute for experience.
Experience (yrs.)	4	Experience in administrative business operations.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires and lifting up to 25 pounds.

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

Date: 2/18/2019
