

**MORGAN STATE UNIVERSITY
JOB SPECIFICATON**



HUMAN RESOURCES ASSISTANT I

Class Code: 1039

FLSA Code: N/E (Non-Exempt)

Pay Range: 05

JOB SUMMARY

Under close supervision, performs entry level specialized administrative and clerical duties in support of the Human Resources function to include areas such as employment classification, compensation, benefits, payroll, equal employment opportunity, leave accounting, employee relations, training and human resources information systems. The employee may learn to serve as a generalist in support of multiple human resources program areas or learn to serve as a generalist.

PRIMARY DUTIES

1. Utilizes clerical skills while learning to provide specialized administrative support to professionals and administrators responsible for various human resources work areas and processes.
2. Learns to respond to complicated inquires regarding the application of human resources policies, procedures, and programs. Distributes bulletins and directives. Assists others in completing human resources forms and transactions.
3. Receives, processes, and distributes employment, payroll, benefits, and other human resources documents. Verifies completeness, accuracy and consistency of data and related reports.
4. Enters updates, maintains and researches data in the human resources information system. Serves as a HRIS. Gathers and consolidates data for reports. Prepares forms and recurring reports.
5. Assists with preparations for human resources program events, such as employee orientation, work shops, staff development, benefits enrollment, United Charities, and Savings Bonds.

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6. Assists in establishing and updating human resources files and databases. Reviews and audits data for completeness. Ensures confidentiality of information, as required.
7. Assist with problem solving related to clerical functions and human resources transactions.
8. Operates manual and automated office equipment to prepare and maintain documents and information.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED.

EXPERIENCE: Three years of clerical experience.

REQUIRED KNOWLEDGE/ SKILLS/ABILITIES

Knowledge of business English, spelling, grammar, and punctuation; of modern office practices, procedures, systems, and equipment. Ability to understand and interpret human resources policies and procedures; to communicate effectively; to maintain poise and courtesy under pressure; to handle sensitive and confidential matters with discretion and tact; to organize and to perform mathematical computations; to operate standard office equipment and keyboards

Other: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full time performance of work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year experience.