SENIOR HUMAN RESOURCES ASSISTANT

Function of Job: Under general direction of designated supervisor and in compliance with USNH personnel policies and procedures and federal/state requirements, assist in the overall operation and administration of a major, complex personnel function, such as benefits, payroll, recruitment and placement processes, training and development, and support related communications, records, and research functions.

Characteristic Duties and Responsibilities:

1. Assist faculty and staff with benefit enrollment forms, payroll forms, recruitment processes, search records and materials, and communications related to assigned function and provide other administrative support.
2. Using the human resource information system, develop reports, perform data entry and update functions, and research data base for history of records and reports and various statistics.
3. Maintain source materials in personnel records, search records, and/or related files, process applications and forms, provide benefit, payroll, or Affirmative Action information to faculty and staff and research problems.
4. Assist in developing surveys and statistical analysis, comprehensive workshop materials, presenting training sessions, and providing search/benefit orientations or other human resource programs.
5. Interact with employees by responding to both routine and complex benefit/payroll/human resource questions, and if necessary, intervene with System HR Office to resolve problems/issues.
6. Coordinate open enrollment or advertising and search processes, advise on personnel procedures, handle benefit/search correspondence, and maintain related materials.
7. Participate in special recruitment and human resource outreach activities, such as benefit and/or job fairs.
8. Advise faculty and staff on procedures and policies and federal and state regulations in area of responsibility, assist in the development of such policies and procedures, and maintain current in knowledge of such information.
9. Assist in other Human Resource areas as assigned.
10. Perform other related duties as assigned.

Minimum Acceptable Qualifications:
1. Associate's degree and three years of experience in responsible personnel work, or any combination of experience and higher education equal to six years.
2. Ability to deal effectively with students, staff members, and faculty.
3. Knowledge of personnel procedures as applicable to area of responsibility.
4. Computer skills as required by department.

Additional Desirable Qualification:
1. Bachelor's degree.
2. Human resources experience in a college or university.
3. Experience with computerized human resource information system.

9/9/02
System Approval

8/24/02
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.