

Wright State University
CLASSIFIED JOB SPECIFICATION
Human Resources Assistant

I. JOB INFORMATION

Job Title: Human Resources Assistant (CS 03)

Job Class: 31811 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general supervision answers multiple line telephone system, answers and directs customer questions. Performs record-keeping functions, data entry, prepares correspondence, routes mail, places job advertisements, and assists with employment processes.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Performs receptionist duties and provides customer service (e.g. greets and assists visitors, provides general information, explains WSU policies and procedures and Civil Service rules and regulations).
- Instructs employees and job applicants on how to use People Admin. Prepares employment-related correspondence as required.
- Places job advertisements for posted positions; assists with recruiting efforts (e.g. provides position advertisements to appropriate newspapers, journals, and internet sites).
- Secures method of payment information from hiring departments for all ads, provides publication fees to hiring departments, and maintains logs of published advertisements
- Enters data into HR databases and systems. Coordinates requests for review or copies of personnel records.
- Provides administrative/clerical support (e.g. processes tuition remission waivers, provides written and verbal verifications of employment, organizes and distributes new employee information packets). Schedules meetings and appointments.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post- secondary education and six months of (FT) related work experience OR, a high school diploma or GED and two years of (FT) related experience. Excellent verbal/communication skills. Ability to calculate basic math. Ability to prioritize and organize job tasks and responsibilities. Working knowledge and skills to utilize current office equipment and

a variety of complex software packages. Excellent customer service skills. Demonstrated skills/knowledge of additional software may also be required.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Business Vocabulary, Business Grammar, Business Spelling. Word-Standard. Spreadsheet-Standard (optional). Keyboarding (optional).

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

31800

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.