

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Human Resources Assistant**

**I. JOB INFORMATION**

**Job Title: Human Resources Assistant (CS 14)**

**Job Class: 31811**

**FLSA Status: Non-Exempt**

**II. JOB SUMMARY**

Under general supervision performs receptionist, customer services and clerical duties for the Human Resources (HR) department. Provides direct administrative support to the Head of HR and general office support for the HR department.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Performs receptionist and customer services duties for the HR office. Greets walk-in traffic and answers department office phone responding to general questions on benefits, employment, and other HR activities and policies. Coordinates incoming mail and assists with outgoing mailings.
- Maintains and monitors activities for budget reconciliations and form completion; orders office supplies and benefit supplies; schedules copier repairs and confidential bin pickups; processes employee reimbursements.
- Assists the Employment administration by answering questions from applicants and employees regarding PeopleAdmin, scheduling and overseeing employment testing, and submitting job advertisements.
- Provides administrative support to the Head of HR by coordinating calendar, scheduling meetings, and assisting with PC applications including Word, Excel and PowerPoint.
- Provides clerical support for the HR department such as scheduling meetings in campus conference rooms, copying and sorting various HR communications (e.g. Employee orientation, new hire packets, FMLA packets, job fair materials), entering data into spreadsheets or HR computer systems, etc.

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

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

A high school diploma or GED and two years (FT) of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field. Expected to maintain the highest level of confidentiality for all aspects of this position. Excellent customer service and communication skills. Able to prioritize and organize

job tasks and responsibilities. Able to calculate basic math. Working knowledge and skills for personal computer software (word, excel, PowerPoint). Demonstrated ability to enter data into databases and computer systems.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

Word-Standard. Spreadsheet-Standard.

**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.*