Human Resources Assistant

Definition of Class
This is a non-supervisory position in which the incumbent performs a variety of personnel functions in support of institution-wide human resources administration. Work involves processing personnel documents; generating and validating reports; answering general personnel questions; coordinating work assignments within a specialty area; and assisting other areas as needed. The incumbent reports to an administrative supervisor.

Examples of Work Performed
Gathers, records and updates employee personnel and/or payroll data.

Processes direct deposit information.

Prepares correspondence and maintains records and files.

Assists with answering general employment questions and resolving problems.

Reviews and processes time sheets. Contacts appropriate time administrator to resolve any discrepancies.

Assists in the preparation of employment contracts, Board Reports, and Board Notices.

Assimilates data for the preparation of reports.

Assists in the training of assigned personnel.

Provides general office support for the Department of Human Resources.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Processes and verifies employee data and maintains employee records.

2. Verifies personnel data/reports.

3. Answers general human resources questions from the campus community.

4. Prepares correspondence.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a
job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED).

  AND

- **Experience:**
  One (1) year of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*