Senior Human Resources Assistant

**Definition of Class**
The incumbent in this position performs and coordinates various activities and functions in support of institution-wide human resources administration. Work requires an advanced level of technical knowledge and skills for applying personnel policies and procedures within an assigned specialty area. The incumbent processes personnel forms; verifies/validates/approves personnel transactions; maintains records of personnel and benefits information for University employees; resolves conflicts with personnel transaction processing; administers complex personnel rules and procedures; and provides technical guidance to assigned personnel. Work is performed under limited supervision.

**Examples of Work Performed**
Processes/verifies/validates/approves University employee’s personnel, benefits, and/or payroll data.

Processes and verifies direct deposit information.

Coordinates and verifies the preparation of employment contracts, Board Reports, and Board Notices.

Assists the campus community by providing general human resources information by telephone, in writing or in person.

Supervises, provides technical guidance, and/or trains assigned employees.

Assists employees with general benefits, retirement, and workers compensation questions.

Analyzes data, reconciles accounts, and posts to general ledger.

Resolves discrepancies in records.

Performs a variety of complex accounting functions involved in maintaining accounting records to various benefit accounts.

Provides general office support for the Department of Human Resources.

Prepares and processes billing statements and maintains payment records.

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. Performs and coordinates various advanced level functions associated with the operation of the University’s Human Resources Department.

2. Provides technical support and trains assigned employees.
3. Administers and explains complex human resources policies and procedures.
4. Resolves problems related to employment data, employee benefits, or payroll processing.

**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:**
  - Two (2) years 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.

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