Human Resources Associate

**Definition of Class**
The incumbent in this position performs and coordinates various activities and functions in support of two or more specialty areas of human resources administration. Work requires an advanced level of technical knowledge and skills for applying personnel policies and procedures. The incumbent is responsible for assisting with projects, maintaining reports, assisting with education and training efforts, developing and revising documents, and drafting correspondence. Work is performed under limited supervision.

**Examples of Work Performed**
Communicates with prospective, current and retired employees regarding benefits programs and retirement plans.

Coordinates activities associated with the proper processing of employee insurance benefits for enrollment and changes, and retirement participation. Maintains employee benefit records.

Processes paperwork and provides consult to employees taking leave of absence; tracks leave usage, and determines FMLA eligibility.

Processes requests and answers questions for faculty/staff tuition waivers.

Represents the Department of Human Resources during annual events such as open enrollment and benefit fairs.

Assists employees and departments with the coordination of workers’ compensation claims, processes injury report forms and maintains database.

Assists with Job Analysis Questionnaire processing and conducting salary surveys, conducts desk audits to review position requests and drafts job descriptions.

Meets with managers and supervisors to ascertain training needs of employees. Offers suggestions on programs available and makes customizations as necessary. Trains employees and students.

Assists with the development and evaluations of training programs. Modifies training programs based on evaluation results.

Teaches skills such as email etiquette, professional telephone skills, time management skills and customer service skills.

Creates learning literature, teaching materials, and interactive, multimedia presentations.

Plains, organizes, and implements a range of training programs including scheduling the learning facilities and presenters and ordering the catering and IT requirements. Holds workshops and lectures for other departments on campus or vendors
of choice.

Conducts new employee orientation in the absence of Assistant Director.

Screens non-exempt employment applications to ensure that the posted minimum qualifications are met.

Provide guidance regarding the online system to applicants and hiring departments/search committees.

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. Administers and explains complex human resources policies and procedures.
3. Collects data and maintains databases for use in reports, assessments, and surveys.
4. Assists with the creation and revision of materials and tools used for education and training.
5. Resolves problems related to employment data, employees benefits, training, or payroll processes.

**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:**
Bachelor’s Degree from a four-year accredited college or university.

AND

**Experience:**
Six (6) months of experience related to the above described duties

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**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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