



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

Human Resource Assistant EEO# BO 19-13

Summary: This position is primarily responsible for the assistance with customer service requirements and ensures the timely, efficient and accurate entry of employee, job and payroll related information into the Human Resources Information System. This position coordinates the records management process with the Human Resources office and works with all HR personnel to ensure they understand the associated record keeping requirements. Additionally, this position has responsibility for supporting the department with administrative duties as needed.

Essential Functions:

- The primary functions of this position are front desk duties, routing incoming calls, and providing overall administrative support to the Human Resources Department staff.
- Assists employees in completing required HR documents, ensuring their completeness & accuracy. Works with departmental coordinators to get all the needed documentation into the HR office in a timely manner.
- Perform data entry into the HR System as well as the Civil Service Systems in a timely, efficient and accurate manner. Manage day-to-day changes and corrections in the system including employee status changes (hire, rehire, termination, retirement, leave), position changes, department changes, pay rate changes, creating and changing positions, title changes, transfers, and other changes as needed.
- Records management: Receives tracks and archives all human resources correspondence, to include personnel action forms. Ensure all system documentation is kept up-to-date including data entry and business process flows. Develop and maintain up-to-date HRMS functional documentation, standard operating procedures and query descriptions.
- Responsible for auditing and verifying accuracy of all data entered, which will include utilizing MS Excel as well as HR queries and reports.
- Posts and advertises open positions and assists in the recruitment process including providing information related to job postings, scheduling interviews for departments, and assisting the Sr. HR Specialist with reviewing applicants for Civil Service minimum qualifications.
- Answers routine questions from employees and applicants about employment procedures and policies, benefits and other HR related topics as needed.
- Contacts attendees and department representatives about training programs.
- Schedules appropriate classroom and prepares the physical setup.
- Assist with preparation and administration of training programs.
- Perform tasks associated with supporting and troubleshooting ongoing activities during the payroll process.
- Coordinates the front desk area activities including coordination of student workers and their schedules. . Ensuring a high level of customer service to all who call upon the Office of Human Resources.

- Assists employees in establishing personnel file & ensures the completeness & accuracy of HR transactions
- Assists Departmental Director and other management with administrative duties.
- Maintains office supplies and equipment
- Performs other duties as needed.

Minimum Educational Requirements:

- High School Diploma with four years of administrative support experience or a combination of education and experience. Bachelor's degree preferred.

Knowledge, Skills and Abilities:

- Experience in administrative support in a professional office environment required.
- Prefer experience in data entry using either PeopleSoft HR or ADP Enterprise Systems.
- Knowledge of Human Resources processes and procedures preferred.
- Intermediate level knowledge of Microsoft Office Suite.
- Knowledge of office equipment and computers.
- Above average data entry skills.
- Effective organizational and time management skills.
- Excellent teamwork and multitasking skills.
- Ability to work independently with some management oversight and under firm deadlines.
- Ability to prioritize work assignments and work under general supervision.
- Ability to communicate effectively in English, both orally and in writing.
- Ability to maintain friendly, courteous professional and helpful attitude under stressful situations.

This job description is not all inclusive of all duties and responsibilities performed by this position. The University of Louisiana at Lafayette's management reserves the right to amend and change responsibilities to meet departmental and organizational needs.

Applications:

For consideration, please forward a resume, letter of intent, and (3) references to

Human Resources
University of Louisiana at Lafayette
P.O. Box 40196
Lafayette, LA 70504

Applications and supporting materials must be submitted by: **March 17, 2014**