

HUMAN RESOURCES ASSISTANT

Job Summary:

The Human Resources Assistant is responsible for performing activities related to human resources such as payroll, recruitment, personnel actions, benefits, and employee orientation.

Job Duties and Responsibilities:

- Maintains current and former employee files in accordance with Federal and State laws and regulations;
- Prepares employment verifications; assists employees with in and out processing documents and issues;
- Assists employees with basic questions about benefits, FMLA, Workers' Compensation, and other human resources/policy issues; refers complex questions to supervision;
- Assists employees with benefit issues; assists with bulk mailings to employees;
- Processes benefits transactions and performs data entry;
- Maintains a centrally located employee bulletin board with employee posting requirements and job vacancy announcements;
- Prepares job postings for vacancies; processes employment applications and documents and prepares them for qualification review;
- Assembles hiring packets in compliance with hiring procedures and forwards to hiring supervisor for the interview process; and
- Performs other duties as assigned.

Minimum Qualifications:

The formal education equivalent of a high school diploma plus two years of human resources related experience. Associates degree preferred.

Knowledge, Abilities, and Skills

Must have knowledge of the principles and practices of human resources; ability to prepare and maintain accurate records; ability to prepare, present, and review oral and written information and documents, to interpret and apply state and institution policies and procedures governing human resources, to communicate with a diverse group of employees, to **maintain confidentiality** in all matters, and ability to work in a technological environment demonstrating proficiency in word processing, Excel spreadsheets, and data base applications. Ability to be a team player is a must.

Salary: \$22,919 – State Pay Plan Grade C110

Application Process: Send application, resume and three reference letters to:

Human Resources Department
University of Arkansas at Pine Bluff
1200 N. University Drive, Mail Slot #4942
Pine Bluff, AR 71601

APPLICATION DEADLINE: JULY 16, 2010

Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.

Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building. State Applications from the Department of Workforce Services are accepted.

**“UAPB is an Equal Employment/Affirmative Action Employer and full participation
by Women and Minority Groups is encouraged.”**