



DATE ISSUED: 02/06
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Human Resources Associate

JOB SUMMARY

Performs responsible and specialized duties in the maintenance and administration of human resources programs or related work. Develops, refines, and utilizes specialized methods and routines required in the administration and maintenance of an effective HR program. Initiative and judgment are often exercised in formulating procedures, methods, and/or analysis. Work is performed independently under limited supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: HR Manager

Supervises: Student Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Assists employees and the public who have questions regarding components of Human Resources.

Maintains records and reports as assigned.

Performs data entry for specific areas of responsibility.

Ensures that forms and paperwork are processed in a timely manner.

Communicates effectively with external and internal constituencies.

Prepares and assists with statistical reports as necessary.

Assists in conducting new employee orientation and training programs.

Maintains data entry procedures.

ADDITIONAL DUTIES

Prepares and mails materials and information.
Prepares and distributes general correspondence to employees and constituencies. Performs other duties as requested.

EDUCATION

Proficiency in written and mathematical processes as may be reflected by the completion of high school. Bachelors' degree in Personnel Administration, Business Administration or a related area is preferred.

EXPERIENCE

Three years of substantial and progressively responsible experience in a human resources department. Additional job-related education may be substituted for some of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25

pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.