

POSITION ANNOUNCEMENT

JOB TITLE	HUMAN RESOURCES ASSOCIATE I
TYPE OF VACANCY	STAFF
DEPARTMENT/UNIT	HUMAN RESOURCES DEPARTMENT
REPORTS TO	LEAD HR ASSOCIATE
<p>SUMMARY: The HR Associate provides administrative support to the HR Group and its leaders as well as support for all HR activities, driving the related processes, programs, policies, projects and procedures. To be successful in this role requires knowledge of the HR discipline and business models, HR transformation experience, change management techniques, the ability to work with diverse personas and manage time sensitive and confidential matters, good communication, decision making, organization and data entry skills.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Human Resources Associate I, is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> ➤ Interact with employees. Provide responses to queries, basic interpretation of HR policies and procedures, prepare and disseminate written communication (letters, emails, minutes, reports etc.) accurately and in a timely manner. Track and follow-up as required ➤ Establish and maintain a well-organized filing system of office and employee records. Assist as directed with HR/ Payroll Audits. ➤ Maintain computer system. Perform HRIS data entry, updates and file maintenance activities. ➤ Provide assistance and support for special projects. ➤ Participate in the recruitment/onboarding process and serve as a point person for new employees. ➤ Assist with payroll processing and benefits administration as it relates to leave entitlement, group medical and pension plans. Facilitate resolutions to payroll errors and benefit concerns. ➤ Assist with the performance management review process for faculty and staff as required. 	
<p>REQUIREMENTS:</p> <ul style="list-style-type: none"> ➤ Dependable, able to follow instructions and improve performance as a result of feedback. ➤ Proficiency in MS Office (MS Excel and MS PowerPoint, in particular) ➤ Excellent time management skills and the ability to prioritize work ➤ Attention to detail, strong organizational and problem-solving skills ➤ Strong interpersonal skills, excellent written and verbal communication skills ➤ Participate in the University's screening process, including drug screening and background checks. 	
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ➤ A Bachelor's Degree or the equivalent with no work experience, or Associate Degree in relevant area with ten (10) years work experience. 	
Salary Grade	AS-1
Date Published	May 31, 2023
Application End Date	June 13, 2023
Date to be Removed	June 14, 2023



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Requested Information: Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references

<https://ubhrapply.info/PeopleFirst>

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Human Resources Associate I.