

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Human Resources Staff Assistant

Department: Human Resources

David Joza
Prepared by

Larry Walker
Approved by

12/01/2009
date

Supervision received: Director of Human Resources

Supervision given: Student Worker(s)

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

The Staff Assistant is responsible for performing a variety of technical human resources management duties and communicate policies and employment legal aspects, payroll entry, record data into HRIS, compiles and distributes reports, and maintains personnel and benefit records.

Essential functions:

- Serve as office receptionist: direct callers and visitors, route incoming mail.
- Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, benefits, performance evaluations, and position allocation and classifications.
- Record data for each employee, including such information as addresses, earnings, reports on performance, and dates of and reasons for terminations, into human resources database and payroll system.
- Assist in administering the student employment process and document retention.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Gather personnel information from other departments and/or employees, copy and distribute as required.
- Prepare and track "Computations of Compensation" and "Notices of Contracts" as required.
- Prepare and track all part-time faculty contracts for undergraduate and graduate programs.
- Work with Executive Vice President for Business and Administrative Services to maintain accuracy of HR data.
- Prepare and balance all payrolls.
- Assist Director of Human Resources in administering benefits.
- Receive and prepare claims for reimbursement from flexible spending accounts consistent with University and IRS guidelines.
- Educate employees with general DOL applicable regulations and various internal HR related items.
- Oversee HR Department e-mail account, HR website content and any other forms of electronic media.

Other duties:

- Prepare and track employee athletic passes.
- Prepare annual surveys as required.
- Process documents into imaging system.
- Serve as receptionist for Campus Services.
- Performs other duties as assigned by supervisor or Director of Campus Services.

Qualifications

Knowledge, skills, and abilities:

Knowledge of DOL Regulations (especially in the area of FLSA, FMLA, EEOC); IRS regulations in regards to payroll and 125 Cafeteria Plan; methods and procedures pertaining to records maintenance; of human resources management or personnel administration rules and policies; of business communications, including grammar, punctuation and spelling; of business mathematics.

Skills required are MS Office, e-mail, internet, personal computer, fax, copier, phones, and organizing materials alphabetically and/or numerically.

Abilities required are maintaining effective working relationships with others; to learn HRIS application; to handle confidential matters with tact and discretion; to express ideas clearly and concisely; to exercise good judgment in analyzing situations and making decisions; and to interpret and apply applicable rules to various human resources management activities or personnel actions; listen, communicate clearly, sit for extended periods of time, pull, squat, bend, kneel, reach, stand, and lift 45 lb safely.

Education:

High School diploma or GED required; College degree preferred.

Experience:

Two years of experience in clerical office work, including some experience involving human resources or personnel administration work, or an equivalent combination of education and experience, substituting one year of college for each year of the required experience. Prefer experience with SunGard Banner HRIS.

Equipment/Technology:

Standard office equipment and technology resources; able to produce professional documents in Microsoft Word, design Excel spreadsheets with simple calculations, produce simple presentations in PowerPoint and HRIS.

Special Requirements:

- Requires ability to work effectively with frequent interruptions.
- Must support the mission of the University.

HR Office Only						
Grade	_____	Class	Support Staff	FLSA	Non-exempt	FTE 1.0
PRN(s)	4SHH01				EEO	_____