

Sam Houston State University Human Resources

Staff Classification Description – Human Resources Associate

Skill Category: Tech/Para-Professional

Position (Employee) Class: 4N160 (N1)

Grade: 10

Date: 11/2014

Department: Human Resources Department

Educational & Experience Requirement: Associate's degree and two years of related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: To provide administrative support in assigned functional areas of the Human Resources department.

Supervision Given & Received: Reports to and receives minimum supervision from assigned Senior Human Resources Manager.

Responsibilities: Performs work requiring the application of broad standards, general instructions, or practices to frequently changing situations and problems to support management in one or more of the following areas: talent acquisition and staffing; employee relations; employee training and development; insurance and retirement benefits; records; and wage and salary administration. Determines work priorities, evaluates work in progress, and ensures the meeting of deadlines. Acts as a liaison with other departments on matters related to own department or section. Responsible for reports and other related human resources activities, such as, but not limited to: workers' compensation, unemployment, FTE, EEO/AAP, inventory, HRIS, insurance downloads and edits, new employee orientation, and special projects, as required. Performs other related duties as assigned.

Other Specifications: Must be able to communicate effectively with faculty, staff, students, and other university departments, vendors, and off campus agencies on procedural and policy matters. Performs research and prepares analytical reports, and provides recommendations on assigned subjects. Handles sensitive and difficult personnel issues as a normal course of activities. Requires independent judgment and initiative. Requires a level of skill with modern office equipment and the ability to type.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.