

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	HR Assistant	SALARY GRADE:	HU-07
DATE REVISED:	December 1, 2014	EEO CODE:	05
JOB CODE:	2630	FLSA STATUS:	Non-Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The Human Resources assistant assists with the administration of the day-to-day operations of the human resources functions and duties.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts may include senior administrators, faculty, students and staff. External contacts may include vendors, consultants and the general public.

PRINCIPAL ACCOUNTABILITIES:

- Screens employee data prior to entry into databases; completes required input documents to facilitate data entry of information in standard format.
- Maintains logs on documents received into the department.
- Enters employee information into divisional databases with a high degree of accuracy and consistent with departmental standards.
- Conducts on-going audit of divisional databases and reconciles data on a bi-weekly basis.
- Produces spreadsheets, charts, and graphics for use in reports and presentations.
- Coordinates with other Human Resource departments to assist in the flow of documents.
- Coordinates with University departments to insure that documents are received on a timely basis and with required information completed.
- Greets/receives visitors and answers telephone inquiries made to the department.
- Photocopies correspondence, forms and reports.
- Performs other related duties as assigned.

CORE COMPETENCIES: Proficiency in the operation of computers, related software applications (word-processing, spreadsheet, database, graphic presentations, information systems, etc.) and standard office equipment.

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Communicate effectively orally and in writing with a diverse population.

Ability to operate within a team environment and facilitate consensus.

Ability to exercise discretion and ensure a high level of confidentiality.

Ability to establish and maintain an effective and harmonious working relationship with faculty, staff, students and the general public.

**MINIMUM
REQUIREMENTS:**

High School diploma or GED and 0-2 years of general work experience. Vocational or other technical school, training or apprenticeship beyond HS may be substituted for work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management