

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Sr. Personnel Assistant **SALARY GRADE:** HU-09
DATE REVISED: December 01, 2014 **EEO CODE:** 05
JOB CODE: 2622 **FLSA STATUS:** Non-Exempt
BARGAINING UNIT: N/A

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

BASIC FUNCTION: Performs data entry of confidential, time sensitive personnel records involving moderate responsibility, complexity and variety to support the mission of Howard University. The incumbent of this position is relied upon to exercise an unusually high degree of confidentiality and initiative in completing work assignments.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others, assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

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.
- Types correspondence, forms and reports. Proofreads drafts and/or final copies.
- Produces spreadsheets, charts, and graphics for use in reports and presentations.
- Extracts information from employee files to perform credited service computations, annual leave accrual adjustments, employment verifications, and produces ad hoc reports.
- Coordinates with other Human Resource departments to assist in the flow of documents.

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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. Responds to inquiries.

Sorts and distributes incoming mail,

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.

Communicate effectively orally and in writing with a diverse population.

Ability to operate within a team environment and facilitate consensus.

Ability to perform multiple and varied tasks independently, responding to stressful situations with patience and tact.

Ability to analyze workflow and approach problem solving from an integrated, global perspective.

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 2-4 years of general work experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years 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.

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SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____