

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE: Sr. Personnel Supervisor **SALARY GRADE:** HU-11
DATE REVISED: December 01, 2014 **EEO CODE:** 02
JOB CODE: 2550 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

Recruit, interview, and select employees.

Interpret and communicate work procedures and company policies to staff.

CORE COMPETENCIES: Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

MINIMUM REQUIREMENTS: Bachelor's degree in Business Administration or closely related field and minimum of 2-5 years of relevant experience. 10 years of related work experience may be substituted in lieu of educational qualifications.

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

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Sr. Personnel Supervisor

SALARY GRADE: HU-11

DATE REVISED: December 01, 2014

EEO CODE: 02

JOB CODE: 2550

FLSA STATUS: Exempt

BARGAINING UNIT: N/A