

University of Houston – Clear Lake

Position Description

Job Title: **Human Resources Assistant**

Job Code: **5620**

Pay Grade: **100**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Associate's degree or equivalent combination of education and experience.	
Experience	Two years office/clerical experience.	Senior Staff level experience; Bilingual preferred.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Assists the Office of Human Resources by performing receptionist duties which provides complete support for all office functions within the department. Specific duties include greeting and assisting all visitors, applicants and employees; instructing and guiding applicants on testing requirements and procedures; performing required clerical assistance for recruitment, employment, payroll, office business functions, benefits and training. Ensures all file documentation is received and maintains all employee files.

Duties and responsibilities	% Time
Receptionist: Provide quality customer service as first point of contact for applicants, employees and visitors and refers to appropriate HR staff as needed. Duties include, but are not limited to, answering main HR telephone and transferring calls, greeting visitors to determine their needs and provide appropriate assistance.	30
Recruitment: Guide applicants through computerized skills testing for positions as required; review and data enter test scores; review and qualify all online applications for non-exempt positions; distribute all position vacancies electronically as directed; maintain campus job boards; prepare and mail letters of notice to applicants; maintain open position roster.	30
Employment: Create and maintain all employee files to ensure all required documents are completed and included; understand and process all I-9 documentation requirements; advise employees and departments on terminal clearance procedures as needed and prepare terminal clearance checklist.	25
Office Support: Provide clerical support for HR staff, including but not limited to, internal mail delivery, pick up and distribution; routine copier maintenance including submitting monthly usage count to purchasing; filing; creating and paying routine vouchers; maintaining university fitness release program database and correspondence; assist payroll office with efile system and time records during peak periods; periodically transport documents for storage and shredding to and from basement which includes the ability to lift up to 20 pounds; shredding documents as needed. Other duties as assigned will be to assist and respond to various needs of all HR departmental staff when requested.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.