

University of Wisconsin-Whitewater

Position Description – Student Employment

Classification: Student Human Resources Assistant

Department: Office of Human Resources and Diversity

Position Summary: Provide clerical assistance to the Office of Human Resources and Diversity. Provide exceptional customer service and handle sensitive material with a high level of confidentiality. Complete administrative tasks that assist the Human Resource Assistants, Manager, and Director. Develop a clear and advantageous understanding of LEAPs effect on our campus and successfully utilize these learned skills in the work force.

The Essential Learning Outcomes

KHC- Knowledge of Human Cultures and the Physical and Natural World

IPS- Intellectual and Practical Skills

PSR- Personal and Social Responsibility

IL- Integrative Learning

GOALS AND WORKER OBJECTIVES

- 30%** **A. Human Resources Staff Assistant/Clerical Receptionist**
- A1. Continual service and support to the HR Assistants, HR Manager and HR Director in areas including, but not limited to, the Classified and Unclassified hiring processes.
 - A2. Greet customers in person and on the phone, as well as assist those with the handling of paperwork and Human Resource related questions. (PSR)(IPS)
 - A3. Maintain and organize the front desk reception area so it is clean and welcoming at all times. (PSR)
 - A4. Deliver and retrieve incoming and outgoing mail for the Office of Human Resources and Diversity and properly direct paperwork to the HR Assistants.
 - A5. Operate the front desk operations in a professional and constructive demeanor. (KHC)(IPS)(PSR)
- 25%** **B. Image Now/HRS**
- B1. Utilize ImageNow to scan and link paperwork before it's sent to archiving. (IPS)
 - B2. Organize and deliver boxes of paperwork to the Special Collections/Archive Office.
 - B3. Handling and entering student hire appointments into HRS, at times including personal interaction with supervisors and student employees. (IPS)
- 25%** **C. Service to the Campus and its Employees**
- C1. Work as a team to accomplish projects and administer changes within the Human Resources Office and across campus. (IL)(IPS)

C2. Build respected relationships with employees across campus and maintain Human Resources rapport with its employees and community. (PSR)(KHC)

C3. Participate in the yearly LEAP workshops and the implementation of the HR Student Employment LEAP initiative. (IL)(KHC)(IPS)(PSR)

20 % D. Other Duties as Assigned

D1. Under the direction of Office of the Human Resources and Diversity Director, HR manager or an HR Assistant, perform other duties as assigned. (KHC)(IPS)(PSR)(IL)

Knowledge, Skills and Abilities:

-Familiarity in Microsoft Office:

- Excel, to create lists and maintain databases
- Access, ability to create data base and sort
- Word, including mail merge, label-making

-Willing to learn HRS system and ImageNow

-Ability to work well alone and also as a team

-Familiarity with business style format for letters and envelopes

-Experience in coordinating mailings

-Capable of multi-tasking and making decisions about competing tasks

-Capacity to take initiative

-Good oral and written communication skills

-Ability to interact respectfully with people from diverse socioeconomic, cultural and ethnic backgrounds.