

AgriLife Classification Description

0811
HUMAN RESOURCES ASSISTANT

SUMMARY

General Description: Performs standard human resources clerical duties, including maintaining forms and records and providing routine administrative information.

DUTIES

Typical: Performs standard administrative duties in the support of one or more professional staff members; provides information and appropriate forms to applicants, students, administrators, and employees; greets visitors; answers inquiries regarding human resources forms, records, procedures, and policies; opens and distributes mail; reviews documents for completeness and accuracy; may post, evaluate, or analyze a wide variety of complex records of an official and confidential nature; composes and prepares correspondence on a wide variety of human resources matters; compiles information for budget reports and specialized studies; assists professional staff on microcomputer applications such as word processing, spreadsheet, and database management; maintains and revises human resources filing system; answers telephone and places local and long distance calls; performs related duties as required.

SUPERVISION

Received: General instruction and occasional review from administrative supervisor.
Given: Detailed initial instruction and periodic review of Student Workers.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.
Preferred: Business courses at a college level.

EXPERIENCE

Required: Two years in varied clerical work. Previous customer service experience.
Preferred: Previous Texas A&M University experience.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Working knowledge of word processing, spreadsheet, and database management programs. Ability to work as a team member in a dynamic organization. Customer service orientation. Ability to perform accurately in a detail oriented environment. Good interpersonal communications skills with the ability to organize and make decisions. Knowledge of Human Resources principles. Use of standard office equipment, microcomputers and terminals in a mainframe environment.