

# AgriLife Classification Description

Last Updated: 4/17/02

0814  
HUMAN RESOURCES ASSOCIATE  
11/01/01

## SUMMARY

**General Description:** Performs complex human resources clerical duties including the processing and maintenance of forms and records and provides detailed administrative information; coordinates clerical activity within the same organizational unit.

## DUTIES

**Typical:** Performs complex administrative duties in the support of one or more professional staff members; coordinates clerical activity within the same organizational unit and helps train, advise, and evaluate support personnel; provides information and appropriate forms to applicants, students, administrators, employees, and retirees; greets visitors; responds to 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; checks, prepares, and processes personnel, payroll, insurance, and other forms; composes and prepares correspondence on a wide variety of human resources matters; enters, verifies, and retrieves data via computer; compiles information for budget, administrative, or technical reports and specialized studies; assists professional staff on microcomputer applications such as word processing, spreadsheet, and data 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 from administrative supervisor.

**Given:** Detailed initial instruction and periodic review of Senior Human Resources Assistants, Human Resources Assistants, Benefits Assistants, clerical employees, and Student Workers.

## EDUCATION

**Required:** High school graduation or any equivalent combination of training and experience.

**Preferred:** Business courses at the college level.

## EXPERIENCE

**Required:** One or more years as a Senior Human Resources Assistant or similar position, or three or more years as a Human Resources Assistant, Benefits Assistant, or similar position.

**Preferred:** Supervisory experience at Texas A&M University.

## 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.