



## **HUMAN RESOURCES ASSOCIATE**

### **GENERAL RESPONSIBILITIES**

Handle the day-to-day correspondence, phone calls, and paper work necessary in a large human resources office; including screening visitors, telephone calls, and incoming mail, and assisting applicants and employees with a wide variety of questions.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Complete all paperwork necessary for new employees.
- Conduct contract signings for new employees covering expectations, requirements, and basic benefits.
- Track the employee evaluation process, ensuring that all evaluations are received.
- Assist with substitute teacher orientation.
- Answer the telephones, greets visitors, receive, sort and route incoming-outgoing mail.
- Assist in planning and executing special events (Teacher of the Year Banquet, Retirement Banquet, New Teacher Orientation, Student Teacher Orientation, and Job Fairs).
- Establish and maintain extensive files; gather material from files as well as other routine reports.
- Research employee records in an effort to identify and correct problems.
- Assist in composition writing as well as typing reports, records, memos, statistical tables, and purchase orders, draft responses to correspondence.
- Assist staff and applicants with a wide variety of Human Resources issues including, but not limited to, position vacancies, leave, benefits, retirement, and salary.
- Assist principals and department heads in handling all paperwork associated with advertising and staffing for vacant positions.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to plan, organize, successfully complete multiple projects and special events; ability to work independently in the absence of detailed instruction; knowledge of modern office procedures, computer skills (Windows-95-97, Excel, Access, Desktop Publisher, Power Point, Mac, and Page Maker); ability to follow up on current and past assignments with timely results; ability to work under pressure and interact with people of all backgrounds with tact, courtesy and diplomacy; adept in editing and correct usage of English grammar, spelling, and vocabulary.



**EDUCATION AND EXPERIENCE**

High School Diploma, some college or business school courses preferred. Some experience in an office setting.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

None.

FLSA status: Non-exempt	Description: Rev. 6/00
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