

UNIT SERVICES ASSISTANT					
Abbreviation:	Grade:	Union:	FLSA:	Code:	Job Group:
UNIT SERVICES ASSISTANT	10	CTU	N		

CLASSIFICATION: UNIT SERVICES ASSISTANT

### **Basic Function**

Assists unit administrators and managers with a variety of human resource assignments including employment, new hire orientation, benefit administration, employee relations, interpreting and implementing policies, procedures and practices. Maintains several internal databases and programs.

### **Characteristic Duties and Responsibilities**

- Ensures the internal database systems reflect the hiring of faculty, academic staff and student, temporary, and on call employees.
- Sets up interviews, oversees new hire orientation and employee on-boarding, and processes new hires paperwork.
- Conducts reference checks and meets with the hiring committee.
- Maintains several internal databases and programs to ensure Human Resources Information Systems reflect accurate employment information with regard to candidates, employees, and staff.
- Reads, understands, analyzes and explains various human resources standards including policies, procedures, regulations, laws and collective bargaining agreements.
- Processes domestic and international employment applications and assists international candidates obtain Visa requirements.
- References/utilizes collective bargaining agreements as it relates to personnel transactions such as staffing, transfers, discipline, leaves, performance reviews and terminations.
- Compiles and prepares reports, employment requests and documents pertaining to personnel actions such as employee status, salary, position, reappointment, and termination.
- Monitors human resource information to ensure compliance and appropriate handling.
- Ensures building access is granted and at the appropriate level for departmental employees.
- Serves as a liaison between departmental personnel and vendors on human resources matters.
- Performs and assist with other duties as assigned by supervisor.

### **Communication/Interpersonal Relationships**

**Interacts with:**

- Supervisor/Office Staff - in order to receive instruction, verify information and provide requested materials.
- Faculty/Staff/Students/Public - in order to exchange information and assist in problem solving.
- Co-workers - in order to assist in the completion of duties.
- University Departments - in order to exchange information and coordinate jobs.
- Outside Agencies/Institutions - in order to order services or provide requested materials or information and to verify information.

### **Responsibility for the Work of Others**

Lead worker over regular and student employees.

### **Responsibility for Health and Safety of Others**

No assigned responsibility.

### **Impact on Programs/Services/Operations**

Errors in the accuracy of collected or distributed data could cause incorrect decisions to be made by departments, University officials and/or external agencies, including budget allocations, and grant approvals. The quality of the work performed reflects upon the image of the Department, its staff, and the University as a whole.

### **Work Environment**

Standard office environment. The job requires moderate physical effort and involves sitting in one position and viewing a computer screen 26-75% of the time.

### **Education/Experience**

The job requires: knowledge equivalent to that which normally would be acquired in the first two or three years in college, technical school or a related field; one to three years of related and progressively more responsible or expansive work experience in human resources functions or an area related to departmental operations or employment; or an equivalent combination of education and experience.

### **Additional Requirements**

1. May require valid vehicle operator's license where needed to perform duties of the position.
2. Other skills and/or physical abilities required to perform duties of the position.
3. This position requires, or will require prior to the completion of the probationary period: knowledge of basic personal computer terminology and operations, and the ability to use e-mail and the Internet.

**"This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under**

**his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty."**

**Date: 04/2015**

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