

Sul Ross State University Position Description

Official Title: Assistant Director of Human Resources **Job Code:** 3431 **Salary Group:** Unclassified 4

Summary

Function: Performs complex human resources program work at a professional level under general supervision.

Scope: Human resources functions are provided for all employees of Sul Ross State University and Rio Grande College.

Duties

Essential: Primary responsibilities in the areas of staff development including performance appraisal system, university wide training programs, and Banner system operation. Provides training to university faculty and staff on a variety of topics such as Equal Employment Opportunity Laws, performance appraisal policy, customer service, benefits and personnel policies and procedures. Serves as employee benefits coordinator and conducts new employee orientation. Assists directly in administration of numerous employee programs such as FMLA. Prepares or assists in the preparation of a variety of reports and surveys on the university, state and federal level. Assists in interpreting relevant state and federal human resources regulations and university policies and procedures. Assists in daily department operation and assumes duties in the absence of the director. Must be able to plan, organize, coordinate, and conduct programs and activities effectively. Must communicate effectively and maintain effective working relationships with all levels of staff, faculty and administrative personnel. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Reports to the Human Resources Director. Performs independently with general supervision.

Given: May supervise clerical and/or part-time employees in the Human Resources Department.

Education

Required: Bachelor's degree in human resource management, business or a related field.

Preferred: Master's degree in a related field.

Experience

Required: Three to five years professional level experience in human resources, training programs, or closely related experience.

Preferred: Experience in higher education; Banner System Experience

Equipment/Skills

Required: Strong computer skills, written and oral communication skills, organizational and interpersonal relations skills and use of standard office machines.

Preferred: Advanced computer skills including word processing, spreadsheet, database, and human resources system.

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Working Conditions

Usual: Office conditions and normal office hours. Occasional travel for training or professional meetings. Exempt from overtime provisions.

Special: None

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: July, 2010