

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	TD & HR Associate	<b>Job Code:</b>	44135
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	4000 Business / Administrative Services	<b>Date:</b>	11/13

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**Job Summary:**

Function as primary contact person for Talent Development and Human Resource's (TD&HR) reception area. Provide support to various TD&HR functions as needed.

**Essential Functions:**

50% - 60% Greet all visitors to the TD&HR department, answering their questions, and directing them to appropriate department staff as required. Answer main phone line of TD&HR and handle calls accordingly (i.e., assist applicants with applying online for jobs, intake person for calls regarding service awards questions, etc.). Function as HR Forms intake person (i.e., background checks, hiring forms, I-9 forms, clearance forms, etc.). Assist with employment verifications.

20% - 30% Record employee data using various software databases, audit employee records and create/maintain reports (i.e., probationary reports, search committee data, etc.). Assist with mass mailings as needed (i.e., service awards, benefits mailings, etc.).

10% - 20% Assist recruiters with daily duties (i.e. scanning documents and attaching files to Recruiting Solutions job openings, making copies, conducting reference checks, etc.).

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 2 years experience performing and/or assisting with general human resources job functions preferably in a human resources department. Computer skills including word processing, spreadsheet, and database administration required. Customer service and problem solving skills required. Ability to work independently and exercise judgment in coordinating activities and managing telephone calls and visitor required. Ability to interact with individuals from diverse cultural backgrounds required.

**Leadership:**

No authority or responsibility for the supervision of others.

**Physical Requirements:**

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.