

The University of Akron  
Classification Specification

<b>Job Title:</b>	HR Associate	<b>Job Code:</b>	44172
<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 Division	<b>Date:</b>	3/18;5/15; 3/14;7/12;

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**Job Summary:**

Manage all aspects of the hiring, and job appointment/reappointment process for graduate assistants and part-time faculty. Utilize the University's online Recruiting Solutions application and Human Capital Management module to manage workflow, accurately enter employee personnel and job data information, and meet payroll deadlines. Provide policy monitoring and support on the hiring and processing of part-time teaching faculty and graduate assistants. Document all job related procedures. Communicate daily with the campus community as well as external organizations.

**Essential Functions:**

40% Assist departmental support staff in the administration of the hiring, job appointment, and reappointment spreadsheet compilation/distribution/data entry process for part-time faculty and the data entry of graduate assistant appointments/amendments. Ensure the accurate completion of the University's online hiring process for part-time faculty with the approval of the employment workflow process. Provide data entry for employee personnel actions and supporting documents for part-time faculty and graduate assistants including but not limited to hiring forms, personnel action forms, and employee profiles. Perform daily audits of all data entry to confirm the accuracy of system data.

25% Solve problems and perform troubleshooting duties related to the hiring and processing of part-time faculty and graduate assistant personnel actions; assuring compliance with university policy, while responding to questions, employment verifications and information requests from employees, departmental personnel and the outside community.

15% Maintain the academic activity file (AAF). Create and submit the data file of academic activity from the reappointment spreadsheets for part-time faculty. Provide data entry for academic activity detail from personnel action forms. Verify and reconcile AAF course assignments in preparation for management and governmental reporting. Prepare summary reports for auditing and reconciliation of part-time employees (credit and non-credit) and graduate assistant activity

10% Collaborate with departmental support staff and selected part-time faculty applicants to ensure the completion of the background check process. Coordinate the collection, administration, and auditing of all hiring forms including transcripts for verification of credentials. Maintain and disseminate all campus communications related to part-time faculty hiring, appointment/reappointment, academic activity and personnel data processing.

5% Maintain documentation of all job related processes. Support departmental units with the provision of training materials, documentation, and assistance on all aspects of the hiring, job appointment/reappointment and all personnel processes pertaining to graduate assistants and part-time faculty.

5% Provide support for special projects as assigned to implement new policy, system modules or support other HR initiatives during peak periods. Provide system testing as needed and maintain a variety of system tables. Provide back-up support for the daily essential office functions including but not limited to the clearance process, I-9 processing, and file room maintenance.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 2 years work experience in data entry and general office procedures preferably in a human resources environment. Strong computer skills including spreadsheets, and database administration required. The ability to meet deadlines, possess a strong attention to detail and maintain a high degree of accuracy in work is required. Excellent customer service, written and oral communication, and problem solving skills required. Knowledge of higher education structure preferred.

**Leadership:**

No authority or responsibility for the supervision of others.

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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.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**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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