

Classification Description

University of Michigan

Issued: 09/01/01

Classification Code
242550

Supersedes: New

FLSA NE

TITLE: MEDICAL SCHOOL HUMAN RESOURCE ASSISTANT **GRADE:** MS1

BASIC FUNCTION AND RESPONSIBILITY

To provide responsible administrative and office support for the Medical School Human Resources (HR) offices; provide information to staff, visitors, and the community regarding programs, policies, procedures and practices.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide a full range of support services such as maintenance of HR and timekeeping databases, policy implementation and interpretation, and general office support.

Provide assistance to applicants, employees and other users of Medical School HR systems and services.

Investigate discrepancies and take appropriate, corrective action.

Maintain statistics on Medical School and the Dean's Office Human Resource activities.

Initiate and prepare standardized and ad hoc reports and correspondence.

Review, interpret and approve human resources forms consistent with University policies and external regulations.

Utilize computer equipment and software packages in support of Human Resources products and services.

Recommend changes to procedures to improve paper flow and efficiency of operations supporting the mission of the Medical School.

Compile, tabulate and prepare data for reports.

Participate in the resolution of employee issues.

SUPERVISION RECEIVED

Functional supervision may be exercised over temporary and/or office support staff.

SUPERVISION EXERCISED

General supervision is received from a Director of Medical School Human Resources or other designated official.

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/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 a similar kind or level of difficulty.

QUALIFICATIONS

Graduation from High School or an equivalent combination of education and experience is necessary; educational courses in secretarial science, typing, human resources, or office systems is desirable.

Previous office/secretarial experience is necessary.

Ability to type 40 or more words per minute is necessary.

Knowledge of and experience with computer applications is necessary.

Demonstrated ability to perform effectively within a team environment is necessary.

Demonstrated customer service skills and/or experience in a public setting is necessary.

Knowledge of University policies and procedures is desirable.

View Salary Range:

<http://www.med.umich.edu/medschool/staff/salaryranges.htm>