



## Example of Associate, Human Resources Job Description

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Our company is looking to fill the role of associate, human resources. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for associate, human resources

- Respond to general phone, email and in-person inquiries regarding HR policies, employee benefits, position recruitment, and other HR issues
- Assist with digitizing staff and faculty personnel files by scanning them into Docuware and classifying scanned documents to facilitate user access
- Assist in various HR projects as needed, including open enrollment, benefits administration, new hire orientation, HR technology, salary administration
- Build strong relationships and partnerships across broader HR functions (Business Partners, HRIS, Compensation)
- Be an integral part of the coordination and/or facilitation of staff training, and meetings
- Record data for each employee
- Process and review employment applications in order to evaluate qualifications or eligibility of applicants
- Assist managers with processing personnel actions by ensuring all necessary paperwork is provided to human resources so actions can be processed in a timely manner
- Act as a back-up for the processing of all data in to the HRIS system including but not limited to new hires, terminations, adjustments, data changes
- Lead and organize summer internship programs

### Qualifications for associate, human resources

- Bachelor's degree in HR, psychology, business/commerce or related field
- Educational Concentration in HR/Talent Management strongly preferred
- Experience with HRIS a plus
- Resourceful and results-oriented attitude
- Maintain employee files, review accuracy of records and assist HR with maintaining data integrity