Job posting preview

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>228988R</th>
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<tbody>
<tr>
<td>ASU Job Title</td>
<td>Department HR Specialist</td>
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<tr>
<td>Campus/Location</td>
<td>Campus: Tempe</td>
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<td>Job Family</td>
<td>Human Resources</td>
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<tr>
<td>Department Name</td>
<td>WPC UPO Administration</td>
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<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<td>VP Code</td>
<td>EXEC VPIPROVOST</td>
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<tr>
<td>Scope of Search</td>
<td>Open</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Category</td>
<td>02</td>
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<tr>
<td>Salary Range</td>
<td>$37,440 to commensurate with education and experience</td>
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<tr>
<td>Close Date</td>
<td>27-May-2016</td>
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**Job Description**

The Undergraduate Programs Office in the W. P. Carey School of Business is the 'behind the scenes' support to the success of our student, staff and faculty throughout our campus locations within metropolitan Phoenix. We currently have an opening for a Department Human Resources Specialist who can assist the Business Operations Manager in providing human resource functions.

Our work environment is fast paced, highly productive, and deadline-driven. If you are someone who can flourish in this environment using sound independent judgment while applying a keen attention to detail in completing specific human resources responsibilities.

**Essential Duties**

- Manages and coordinates staff and student hiring searches, screens applicants, evaluates and completes the hiring process.
- Works closely with the Business Operations Manager to develop and implement all departmental facilities projects and human resource actions to ensure adherence with school and university policies, practices and regulations.
- Responsible for processing personnel actions and facility requests, maintaining required documentation and resolving discrepancies and/or elevating for resolution.
- Coordinates and monitors departmental HR activities creating appropriate correspondence and communication (e.g. new employee orientation, on-boarding, promotions and salary adjustments, leaves for existing staff, and the department's performance evaluation process).
- Assists and monitors departmental payroll and reconciliation; works closely with the Business Operations Manager on account expenditures and approvals.
- Monitors the department’s time and attendance process ensuring accurate and timely recording of exception and possible time for staff members.
- Maintains data collection and creates reports for human resource and facilities quality control and analysis to assist with budgetary impact and accurate records.
- Ensures appropriate records are maintained according to school, university, state and federal guidelines.
- Manages and coordinates various work projects.
- Develops and maintains department process guides to ensure consistency with changes in procedures and/or practices.
- May supervise, train and evaluate student workers.
- Performs other duties as assigned to ensure the continuity of departmental operations and to meet the department's internal and external service needs.

**Minimum Qualifications**

Bachelor's degree in a field appropriate to the area of assignment AND two (2) years of related experience; OR, Any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Preferred HR experience in higher education
- Experience tracking multiple projects and activities simultaneously; planning and establishing priorities with changing priorities and short deadlines
- Experience working with sensitive/confidential information
- Experience processing personnel actions and/or leaves
- Experience with payroll reconciliation/auditing
- Evidence of effective communication, both verbal and written including establishing and maintaining effective working relationships
- Demonstrated knowledge of PeopleSoft, Kenexa/BrassRing or comparable personnel software; MyReports or producing HR related reports using large databases; Microsoft Office Suite (Word, Excel, Outlook, and Access)

**Working Environment**

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Occasional bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts. Ability to communicate clearly and effectively, both in writing and verbally, while coordinating and processing complex tasks, including providing reports in multiple formats (i.e. electronic, hard-copy, etc). Ability to perform complex evaluations/assessments of assigned responsibilities, including interpretation of policies, procedures, and requirements of the school and university.

Must be able to:

- Lift/move approximately 25 pounds
- Utilize computer, phone, and various office equipment (printer, fax, copier, etc)
- Utilize various forms of technology to communicate with staff, faculty, students, as well as internal and external constituents
- Work occasional extended hours, including evening and/or weekends, as needed
- Work with staff, faculty, and students in a higher education/university level, both one-on-one and in a group setting, via in-person, phone, and e-mail

**Department Statement**

The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 13,000 students. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking. The W. P. Carey School is internationally recognized for its leadership in business education, groundbreaking research and innovation, and renowned faculty making us one of the top-ranked business schools in the country. Learn more at [http://wpcarey.asu.edu](http://wpcarey.asu.edu).

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city; ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.
ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply
Application deadline is 3:00PM Arizona time on the date indicated.

Cover letter, resume, and three professional references required. Resumes should include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position should be listed individually for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications stated in this requisition. Candidates who do not follow the instructions to apply may be disqualified.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

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