



Job Specification

Job Title: HRIS Assistant
BCAT Code: 510XAB
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides clerical and administrative support for the Human Resource Information System (HRIS) & Records section. Support includes, employment verification, creating and updating records in computer, backup for employee records activities, etc.

Examples of Duties

- Creates records and files of new hires, re-hires, and existing employees on HRIS.
- Conducts employment verifications.
- Monitors and tracks submitted performance evaluations.
- Interacts with internal and external customers in order to assist or collect data.
- Reviews and prepares reports and correspondence.
- Assists in the production of campus directory.
- Provides back up support for records technicians.
- Evaluates and coordinates the completion and accuracy of employee records with internal and external customers.
- Performs other HRIS & Records related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of human resource practices, policies, and procedures.
- Knowledge of basic computer operation and software (spreadsheets, word processors, presentations, databases, etc.).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Associate's degree and one year of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.