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.
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