Human Resources Associate- Service Center
Human Resource Associate- Compensation/Classification

Join University Human Resources, a dynamic and evolving team of HR professionals committed to the future success and wellbeing of the faculty, staff, and students of Montana's land-grant university!

Human Resources Associates are responsible for a variety of HR services including communications out to campus, specific procedural guidance, troubleshooting which includes analysis, research, exercising appropriate judgment, and resolution.

Responsibilities for Associates in the Service Center may include but are not limited to:

- Guidance and administration of compensation, classification, contracts, and recruitment.
- Plan, coordinate and execute the faculty and staff recruitment lifecycle.
- Responding to inquiries/requests regarding all services provided by UHR.
- Performing special analysis and project work on behalf of assigned HR Business Partners.
- Facilitate Training/ presentations on HR related topics (e.g. recruitment procedures, Onboarding) as needed to various constituents.
- Maintenance of a variety of spreadsheets, as needed; and performing related duties as required.

Responsibilities for Associates in Compensation/Classification team may include but are not limited to:

- Generate and/or create a variety of reports from the HR systems for University Human Resources (UHR) and client departments use.
- Provide consultation and guidance to (UHR) and campus with a high level of customer service.
- Assist with classification, coding, and compensation determinations.
- Provides business case support to compensation classification supervisor and senior UHR staff.
- Routinely reviews position requests for compliance with federal, state, and Montana University System (MUS) policy.
- Provides training and policy/procedure updates to UHR and campus clientele.
- Assists with departmental organizational change.

Required Qualifications:

1. Progressively responsible administrative work experience with an emphasis on customer service in a main office setting or an equivalent combination of relevant education and/or experience.

2. Demonstrated competence effectively interpreting and communicating detailed information, procedures, and directions clearly and accurately, in person, by telephone, and through business correspondence to a wide variety of individuals both internal and external to the organization.
3. Demonstrated competence organizing and prioritizing multiple work assignments, meeting deadlines, and exercising adaptability to changing priorities while maintaining a positive, effective, and professional attitude.
4. Demonstrated experience designing, writing, editing and formatting professional documents such as reports, business correspondence, spreadsheets, and brochures.
5. Demonstrated competence using personal computers and various software such as word processing, spreadsheets, database, presentation, email and internet. Microsoft Office software preferred.

Preferred Qualifications:

1. Human resources experience in one or more areas, certification or Bachelor's degree in human resources (or related field) or equivalent education and experience.
2. Experience in one or more of the following specialist areas: compensation, recruitment, benefits, or payroll
3. Demonstrated experience delivering training and presenting to small and large groups.
4. Demonstrated experience gathering and compiling information to analyze and evaluate complex matters.
5. Experience with human resources policies and procedures
6. Experience using multi-relational databases

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To apply please visit:

https://jobs.montana.edu/postings/25136 (HR Associate Service Center)
https://jobs.montana.edu/postings/25225 (HR Associate Compensation/Classification)