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## POSITION DESCRIPTION

### Human Resources Assistant - Employment

#### General Definition of Work

Performs intermediate skilled administrative support work. The primary purpose of this position is to provide support to Human Resources and District staff in the areas of recruitment, onboarding, and payroll. Work is performed under the regular supervision of the Director of Human Resources or their designee.

#### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Essential Functions

- Supports recruitment of new staff by obtaining application information, scheduling interviews, preparing interview materials, performing background checks, and conducting employment references.
- Assists with some interviews.
- Schedules post-offer employment physicals.
- Forwards offer letters and regret letters.
- Provides onboarding of new staff including assistance with completion of new hire paperwork.
- Prepares new hire information, staffing and pay changes and enters into the payroll system.
- Processes name and address changes and enters into the payroll system.
- Audits time off timesheet entries.
- Tracks stipends and enters payments into the payroll system.
- Provides general administrative support to the Human Resources Department including but not limited to filing and data entry.
- Assists Human Resources with filling substitute requests and processing requests through Frontline Education Absent Management.
- Serves as a backup receptionist to the Bliss Educational Services Center (BESC) and provides world-class customer-oriented service by answering questions, assisting staff and visitors.
- Assists and responds to requests for information, complaints, and/or concerns from students, parents, staff, community, and the public.
- Schedules Board Room, BESC Professional Development Center, and Conference Rooms.
- Maintains confidentiality.

- Requires regular and reliable attendance.
- Performs other duties as assigned by the Director of Human Resources or designee.

### **Marginal Functions**

- Serves as payroll back up.

### **Knowledge, Skills and Abilities**

- Intermediate to advanced clerical skills, including, but not limited to, operation of office equipment; computer/word processing; spreadsheet and database experience, including methods, procedures, terminology and techniques pertaining to computerized data management, storage and retrieval system.
- Excellent communication skills and a high level of personal engagement via telephone, email, correspondence, and in personal interactions with District staff, Board members, students, parents, and community.
- Ability to change tasks quickly and complete work with interruptions and distractions in a fast paced work environment.
- Collaborative and collegial skills, fostering a team atmosphere.
- Ability to handle confidential information with integrity.
- Ability to work independently with minimal work direction; ability to be resourceful when seeking solutions.

### **Education and Experience**

Associates or Technical Degree with coursework in Business Administration, Human Resources or related field and minimum of one experience, preferably in a Human Resources environment, or an equivalent combination of training and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data.

### **Environmental Conditions**

This work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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The Stevens Point Area Public School District is committed to providing equal educational and employment opportunities. The District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or expression, age, or physical, mental, emotional or learning disability, or any other reason prohibited by state or federal law, in any of its programs or activities, including employment. The District specifically does not discriminate on the basis of sex in any education program or activity that it operates, as required by Title IX and its regulations. The following individuals have been designated as the District's Compliance Officers and Title IX Coordinators: For students - Jennie McMahon, 715-345-5455. For Employees - Beth Bakunowicz, 715-345-5512. For additional information on the District's nondiscrimination policies and complaint procedures, see School Board Policies 2260 (Nondiscrimination and Access to Equal Educational Opportunity), 2266 (Nondiscrimination on the Basis of Sex in Education Programs or Activities), and 3122 (Nondiscrimination and Equal Employment Opportunity).

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Clerical and Office Staff Compensation Plan

FLSA Status: Non-Exempt

Last Revised: 4/25

Stevens Point Area Public School District, Stevens Point, Wisconsin