

HR Assistant (4722C) 26134 - ERSO
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=170638>

Downloaded On: Jan. 21, 2022 7:00pm

Posted Oct. 28, 2021, set to expire Feb. 24, 2022

Job Title	HR Assistant (4722C) 26134 - ERSO
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 28, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Apply Online Here	https://apptrkr.com/2592313

Apply By Email

Job Description

HR Assistant (4722C) 26134 - ERSO
About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual,

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economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get_redirect.php?id=2592313&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=2592313&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=2592313&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=2592313&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=2592313&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=2592313&targetURL=https://strategicplan.berkeley.edu/)our Strategic Plan[\[url=https://apptrkr.com/get_redirect.php?id=2592313&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=2592313&targetURL=https://strategicplan.berkeley.edu).

Departmental Overview

The Engineering Research Support Organization (ERSO) supports 240+ faculty affiliated with 22 campus-wide departments, schools and colleges, with over \$80 million in annual research expenditures, and over \$7 million in annual administrative operating budget. The total research expenditures administered by the unit represent 25% of campus-wide research expenditure volume. The mission of ERSO is to provide an integrated and effective research administrative center to support and encourage healthy growth in the College of Engineering and School of Information research enterprise as well as provide exceptional administrative support to the College of Environmental Design.

The ERSO HR Assistant exists to provide administrative support to the HR Operations unit within ERSO. The HR Assistant will perform general HR functions for Graduate Student Researchers and Undergraduate Students supported by ERSO. In addition to receiving direction from the HR Operations Lead, the Assistant will also receive direction from HR Operations Manager as well as other HR Generalists within HR Operations, when necessary.

Application Review Date

The First Review Date for this job is: 11/10/21

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Responsibilities

70% Student Hiring:

- * Schedule and meet with Graduate Student and Undergraduate student hires to instruct them on how to complete new hire/rehire paperwork.
- * Route employment forms to appropriate office in a timely manner ensuring accuracy and completeness of contents.
- * Make GLACIER entries for foreign employees and instruct them on how to obtain a social security number, if needed.
- * Prepare employment verification letters for Graduate Students and undergraduate students as needed.
- * Provide accurate and timely entries in HR Database.
- * Perform UC Path, which is an oracle based system, entries for GSR, GSI and Undergraduate hires, extensions, title changes, pay rate changes, transfers and terminations.
- * Send payment requests to ERSO Payroll Services for pay, pay adjustments and retro wages.
- * Determine appropriate classification level for student positions by working with supervisor, PI and HR Operations Supervisor.
- * Post grammatically correct and professional job postings on workstudy and Handshake websites.

25% General Office Support:

- * Ensure that all personnel forms, checksheets and benefit packets are current and reordered as needed.
- * Responsible for keeping file cabinet fully stocked and neatly organized.
- * Process GSR, GSI and Undergraduate Student Employee Action Change Forms and earnings distribution change requests via our Distribution Change System by published deadlines.
- * Purge terminated files.
- * Responsible for records management including creating new employee files and filing all paperwork generated by the HR Operations staff.
- * Greet customers promptly and offer direction or assistance as needed.
- * Provide excellent, pro-active customer service.

5% Other duties/special projects as needed.

Required Qualifications

- * A working knowledge of basic office procedures in all areas.

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- * Experience with Excel to maintain spreadsheets, while learning a fuller range of spreadsheet capabilities.
- * Intermediate word processing knowledge including mail merge, imbedded graphics and the ability to convert documents to .pdf format.
- * Knowledge of business principles and processes for providing customer service.
- * Effective verbal and written communication skills.
- * Basic internet skills.
- * Excellent Customer Service Skills.
- * Strong interpersonal skills.
- * Meticulous, accurate and possess a rigorous attention to detail.
- * Interpersonal skills to maintain cooperative and effective working relationships.
- * Able to independently perform routine assignments and refer unusual problems to supervisor.
- * Ability to work in teams and independently.
- * Ability to meet regular deadlines.
- * Ability to quickly set and execute changing priorities.
- * Ability to research and resolve problems, follow through on projects and assignments.
- * Ability to use judgment to follow standard guidelines.
- * Willingness to learn and take direction as well as constructive feedback.
- * Ability to communicate in verbal and written form.
- * Ability to interpret written policies as needed.
- * Ability to use judgment to solve problems.
- * Ability to maintain strict confidentiality regarding sensitive personnel matters.
- * Two to three years experience in the HR field, or a comparable combination of education and experience.

Preferred Qualifications

- * A bachelor's degree in Human Resource Management preferred.
- * Experience in hiring Graduate students in the GSI and GSR titles.
- * An understanding of applicable University HR and payroll policies and procedures.
- * Proficiency in working with web based systems, computer office software and calendaring systems.

Salary & Benefits

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=2592313&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

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* The hourly salary range designated for this position: \$22.79 - \$30.54; however, starting salary will be commensurate with experience.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=2592313&targetURL=https://www.eeoc.gov/sites/default/files/mig

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=2592313&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/2592313]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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