



## OFFICE OF HUMAN RESOURCES

### POSITION ANNOUNCEMENT

**POSITION TITLE:** Human Resources Associate  
**PERSONNEL STATUS:** PIN / Nonexempt  
**DEPARTMENT:** Office of Human Resources  
**OPEN DATE:** January 23, 2015  
**CLOSING DATE:** February 5, 2015

**Responsibilities:** Generates contingent I, II, and work study contracts; reviews and processes contracts as related to contractual staff, students, and work study; processes 311s in conjunction with the Central Payroll Bureau (CPB) for personnel actions for contractual employees; processes new hire paperwork for contractual staff and students to place on payroll; conducts criminal background checks for faculty, staff, contingent I and IIs; and long-term contractuales; completes employment verifications of current and former employees after securing authorization; serves as daily backup for front desk coverage and routine backup for the Office of Administration and Finance; provides routine on campus delivery and pickup; processes personnel transactions through Personnel Authorization Consolidation Site (PACS); conducts unemployment verifications and processing; provides administrative support to all the functional areas; provides backup support for the administrative skills assessment testing.

**Qualifications:** High school diploma or GED required. Minimum of three (3) years clerical experience required. One year involving the application of human resources policies and procedures required. Thorough knowledge of human resources practices and procedures; basic mathematics including ratios and percentages, modern office practices, procedures and Peoplesoft or HRIS experience desirable.

**SALARY:** \$32,532 - \$43,089

**GRADE:** 9

**APPLICATION:** Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources  
Bowie State University  
14000 Jericho Park Road  
Bowie, MD 20715  
JOBS@bowiestate.edu**

**Bowie State University is an Equal Opportunity/Affirmative Action Employer**

*Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.*

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

***In accordance with the Clery Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.***