

Human Resources Representative (Part-Time)



The University of
Texas System

Department	Office of Talent & Innovation
Institution	The University of Texas System
Location	Austin
No. of Openings	1
Hours per Week	19.50
Hourly Pay Rate	\$25.00 (commensurate with experience)
Work Schedule	Flexible between 8:00 AM to 5:00 PM, Monday through Friday
Earliest Start Date	Immediately
Expected End Date	None
FLSA Status	Non-Exempt
Benefits Eligible	No

About UT System

For more than 140 years, The University of Texas System has improved the lives of Texans — and people all over the world — through education, health care, and research. The System consists of nine academic institutions, five health institutions, and The University of Texas System Administration. The institutions of the UT System employ more than 116,000 faculty, health care professionals, researchers, support staff, and student workers.

The UT System Administration is primarily based in Austin, Texas. It supports the missions of the System's fourteen institutions by providing financial, legal, planning, purchasing, government relations, communications, development, and other central services. Serving a growing state, the UT System Administration strives to provide a welcoming, supportive work environment that embraces different perspectives - not only because it enables the organization to be stronger, creative, and thoughtful, but because it is the right thing to do. To that end, UT System Administration embraces state laws on [military](#) and [former foster children](#) employment preferences.

About the Office of Talent & Innovation

The Office of Talent & Innovation (Human Resources) is comprised of several specialized functions, all committed to providing exceptional employee support. We are dedicated partners focused on maximizing the value of human capital in alignment with the values and initiatives of UT System. We are committed to delivering quality customer service and encourage innovation to support and optimize the goals of UT System.

Essential Functions

Purpose: Under general supervision, the HR Representative is responsible for performing a variety of duties in support of Human Resource functions within the areas of recruitment, hiring, onboarding, compliance, time & attendance, payroll, benefits, and separations.

- Provide routine support with the onboarding/offboarding of employees and Persons of Interest. Assist with various job changes including internal transfers.
- Provide routine support with I-9 and E-Verify processing while ensuring compliance with relevant laws.
- Provide routine support with semi-monthly payroll by ensuring work hours are accurately reported and accounted for.
- Carry out a wide range of compliance monitoring activities such as auditing the Persons of Interest population.
- Ensure student status eligibility by collecting required documentation from student population.
- Manage Verification of Employment requests.
- Screen and redirect inquiries coming to the Service Partner group.
- Provide routine support with learning activities geared toward front-office users.

- Provide routine support with data gathering and analyses to identify problems and improve business performance.
- Provide routine support with projects and events as assigned.
- Prepare moderately complex documents using a variety of applications for technology devices such as standard office software. Also responsible for gathering and summarizing data for reports.
- Build effective working relationships within the internal client organization and contribute to the management of the partnering relationship, delivering high-quality professional services.
- Develop knowledge and understanding of the organization's policies and procedures and of relevant regulatory codes and codes of conduct to ensure own work adheres to those standards. Obtain authorization from a supervisor or manager for any exceptions from mandatory procedure.
- Develop own capabilities by participating in assessment and development planning activities as well as formal and informal training and coaching.
- Serve as back-up for team members.
- Other duties as assigned.

Required Qualifications & Skills

- High school diploma
- Three years administrative experience. Each year of college (30 semester hours) may substitute for 1 year of experience on a year-for-year basis.
- Working knowledge of Microsoft Office products including Word, Excel, OneNote, and PowerPoint.
- Strong interpersonal skills with the ability to build peer and team cohesiveness; ability to work effectively in a collaborative environment.
- Well-developed and proven organizational skills with the ability to utilize time efficiently.
- Strong oral and written communication skills with the ability to clearly and concisely articulate issues.
- Self-directed and motivated to accomplish tasks and to meet objectives and committed timelines.

Preferred Qualifications

- Relevant Human Resources experience
- Working knowledge of PeopleSoft

Working Conditions

Work is performed in an office environment and requires the use of a personal computer and other standard office equipment. Hybrid working environment (in-person and remote).

How to Apply

Send one email to lducran@utsystem.edu as specified below.

- Subject Line: HR Representative - First Name Last Name
- Attach the following documents as Word or PDF files:
 - [Employment Application](#)
 - Resume
 - 3 Professional References (incl. contact information)

Additional Information

This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

Equal Opportunity/Affirmative Action

The University of Texas System Administration is a federal contractor committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the Office of Talent and Innovation at oti@utsystem.edu.