





- Ability to balance a wide variety of responsibilities with need to be responsive to many individuals and groups with immediate needs for information and assistance with sensitive personnel-related requests.
- Ability to think globally and apply experiences in a creative and strategic manner
- Experience with computerized HR database management system and a variety of other computer systems and applications including the Microsoft Office Suite.
- Excellent written and oral communication and training skills.

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This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.