POSITION VACANCY ANNOUNCEMENT

POSITION: Human Resources and Grants Assistant

DEPARTMENT: Human Resources Office

REPORTS TO: Human Resources Director

SALARY: Minimum $21.83 hourly rate. Actual rate will reflect experience and credentials

REQUISITION #: 513046

DEADLINE DATE: January 9, 2020 - applications will be reviewed as received

JOB SUMMARY
The Human Resources and Grants Assistant actively provides support and expertise in the implementation of a broad range of functions. The main areas of responsibility are supporting the Libraries’ strong grants management and robust training and development programs; assisting with academic personnel activities; and providing first point of contact customer service for the HR Office, by phone, online, and in person. As a member of the Libraries’ HR team, the HR and Grants Assistant will also participate in determining departmental needs and serving as a resource for supervisors and employees throughout the Libraries regarding HR, Training, and Grants functions. This position is part of the Administrative Services unit that currently services over 250 regular employees and 175 student workers, in 9 locations, including one branch in Jacksonville, Florida.

The library encourages staff participation in reaching management decisions and consequently the Human Resources and Grants Assistant will serve on various committees and teams. To support all students and faculty, and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

RESPONSIBILITIES
Grants Management Program Support
Supports the Libraries’ Grants Management Program by:

- Searching for new grant opportunities relevant to Libraries’ staff interests;
- Updating several documents on a monthly basis: grant program deadlines for publishing monthly Funding Alerts; Grants Activities Updates; effort reporting for new grant projects, the Grants Opportunities LibGuide; and the Library Grant Tracking Database;
- Tracking application content and packaging grant proposals; and,
- Scheduling of grant-related meetings and information sessions.
Training and Development Program Support
Supports the Libraries’ Training and Development Program by:
- Assisting with designing and delivery of training for Effort Reporting, Staff Performance Appraisals, Grants Management, New Hire Orientation, and Customer Service;
- Supporting library staff development programs with a variety of activities;
- Maintaining the schedule, adding sessions to the registration system, advertising sessions, scheduling videoconferencing, and reviewing enrollment in a web based platform;
- Assisting educators with room and technology setup, and minor troubleshooting;
- Ordering food and beverages for events;
- Registering the Libraries for webinars, conferences and other events; processing fee payments and recording expenditures;
- Monitoring the inbox to answer questions related to the Training Program.

General HR and Office Duties
Responsible for:
- Maintaining Library HR Office as a customer service center for employees including answering and routing phone calls;
- Maintaining physical and electronic personnel files including filing, storing, and retrieving files as needed;
- Tracking performance evaluations and following up with supervisors and managers;
- Reporting issues with office equipment and maintaining office supplies;
- Providing backup support for recruitment and payroll;
- Supporting other functions of the Libraries’ HR Office as assigned.

Academic Personnel Support
Supports the Libraries Faculty Affairs functions by:
- Managing Effort Tracking Report Process according to University regulations: Completes semester activity reports and communicates with departments on how to accurately report time worked;
- Assisting in posting, copying and distributing files for the Tenure and Promotion process as well as for faculty profession leave;
- Assisting committee members with scheduling of Tenure & Promotion information sessions.

Other Duties
Serves on library committees, attends library staff development workshops and general employee programs as needed to maintain and develop new skills. Performs other duties as assigned.

QUALIFICATIONS
Required:
High school diploma or equivalent and seven years of relevant experience. Appropriate college course work or vocational/technical training may substitutes at an equivalent rate for the required experience.

Preferred:
- Excellent interpersonal and customer service skills
- Ability to maintain confidentiality
- Strong verbal and written communication skills
- Proven ability to work collaboratively to accomplish goals
- Demonstrated commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives
- Detail oriented
- Experience delivering training, presentations and/or teaching
- Flexibility, and ability to adapt and work in a rapidly changing environment
- Human resources and/or grants administration experience
- Microsoft Excel skills and familiarity with Word and Outlook
- Experience with PeopleSoft or another HR Information System

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 8th among “Top Public Schools” in U.S. News and World in 2018. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

UNIVERSITY OF FLORIDA LIBRARIES
The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

HUMAN RESOURCES OFFICE
The Library Human Resources (HR) Office services over 400 employees in 9 locations, including one branch in Jacksonville, Florida. Responsibilities of the HR Office include recruitment, retention, performance, employee relations, compensation, training and professional development, policies and procedures, as well as faculty affairs.

GAINESVILLE COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable

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city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

BENEFITS
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at http://hr.ufl.edu/benefits/. UF offers a comprehensive new online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.

APPLICATION PROCESS
To apply, submit
- a cover letter detailing your interest in and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by January 9, 2020 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 513046. Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.

AFFIRMATIVE ACTION/EEO
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://hr.ufl.edu/data-card/. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.