



Explore a Career as a HUMAN RESOURCES ASSISTANT

Target Occupation Profile

What do Human Resources Assistants do?

Working as a human resources assistant, you will compile and keep personnel records, record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. In this role, you may prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons. Other tasks may include supporting the recruiting process by posting job announcements, pre-screening applicants, administering assessments, and informing people of their acceptance or rejection for the job to which they applied. They may also explain insurance and other benefits to new hires, collect completed paperwork and help current employees who wish to change their benefit plans.

Training & Educational Opportunities

You will have many opportunities for employment as a human resources assistant, on the job training is available for those with a high school diploma or GED. Coursework may include computers, maintaining filing systems and human resources practices.

As a Human Resources Assistant you will:

- Assist HR with job offers, onboarding, training, employee reviews and terminations
- Interact with benefits providers and explain benefits options to employees
- Maintain electronic personnel/benefits files
- Work closely with the HR department to provide support as needed on highly confidential human resources matters and special projects
- Work with new hires to obtain all necessary paperwork

Human Resources Assistants are in demand in Cook County!

Cook County employment of human resources assistants is expected to grow through the year 2020.

Human Resources Assistant

Training Providers

There are many training providers available in Cook County to supply you with the training you need for a career as a human resources assistant.

To access a list of training providers for this occupation and many more, please visit Illinoisworknet.com and select the 'Training and Credentials' menu option to view 'WIOA Approved Training Programs.'



Types of Employers

There are different types of companies that employ human resources assistants in Cook County, including:

- Accounting firms
- Consulting companies
- Software developers
- Universities

Wages & Openings

Human Resources Assistant Employment Data for Cook County

Average Starting Hourly Wage	\$14.08
Average Hourly Wage With Experience	\$21.11
Average Annual Job Openings Cook County	29
Average Annual Job Openings Chicago Metro	41

*Source: Emsi, 2017.2

Opportunities

After you receive your degree as a human resources assistant, you will have many opportunities for advancement including:

- Human Resources Generalist
- Human Resources Manager
- Human Resources Specialist



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