

HUMAN RESOURCE ASSISTANT CERTIFICATE PROGRAM

A partnership program in cooperation with the Buffalo Niagara Human Resources Association



INTERESTED IN A CAREER IN HUMAN RESOURCE MANAGEMENT?

NEED TO UPDATE OR ENHANCE YOUR SKILLS?

Consider the Facts:

- The human resource industry is a fast-growing field with many lucrative opportunities.
- Career analysts expect the number of HR jobs to increase in the projected future.
- The field is poised for enormous growth in the next 10 years as companies and countries around the world invest in their human resources infrastructure.
- The Human Resource professional is a vital link to the business structure and success of an organization.

The Solution:

UB's Continuing and Professional Studies: **HUMAN RESOURCE ASSISTANT CERTIFICATE PROGRAM**

About the Program:

The goal of the Human Resource Assistant Certificate Program is to provide you with a valuable understanding of the field of human resources and how you can support the human resource objectives of your organization. This program will increase your effectiveness and maximize the contributions you may make in this new role.

Who Should Attend:

An HR/ Personnel Assistant who has knowledge of employment law and best practices in the HR function can be an invaluable asset in a busy HR department. This series of 3 hour seminars is an ideal introduction to the main issues which the HR professional would face. This program is designed for those with little or no knowledge of the HR function, or for those employees from other disciplines who find themselves taking on HR responsibilities. It will also serve as a useful update for those more experienced in the field. By the end of these seminars participants will understand enough information to implement all HR office functions without supervision.

This program is specifically designed for:

New HR staff with no formal training • Experienced HR staff who wish to have an update • Secretaries and personnel assistants who administer the personnel activities for a non-personnel manager • Any employee who has been given the responsibility for the HR function • HR/personnel assistant and support staff • HR/personnel specialist • HR/personnel representatives • HR/personnel administrators • HR/personnel coordinators • Managers or supervisors with personnel responsibilities.

How will you benefit:

- A valuable understanding of the field of human resource management
- Specific training in various disciplines of the field
- Practical advice about how to handle real-life on-the-job situations
- Provide useful insights based on job tested experience
- Learn all the vital aspects of being a human resource assistant
- Maintain a good-humored perspective on what continues to be a very demanding job

What you will learn:

- A comprehensive overview of human resource management
- Recruitment and selection
- Employee relations
- Cultural Diversity
- Performance management
- Training and development
- Employment Law
- Labor Relations
- Compensation management
- Benefits administration
- Recordkeeping
- Workplace safety
- Your future and human resources

Results you can expect work with:

The Human Resource Assistant Certificate Program is offered in a series of 3 hour seminars that will prepare you for a complete understanding of the responsibilities of a Human Resource Assistant. You will come away with a better understanding of what your boss, peers, staff and company expect from you. This invaluable understanding of the field of human resources and how you can support the human resource objectives of your company will increase your effectiveness and maximize the contributions you may make in this new role.

Instructor: Mr. Harry W. Cardin, SPHR



Mr. Cardin is Principle Consultant of Harry W. Cardin & Associates, a Human Resource Management and Organizational Effectiveness consulting business helping clients to better assess and manage their Human Resource strategies and requirements, while building effective Leaders and Organizations. Mr. Cardin, SPHR, is a business executive with a concentration in Human Resources, having 30 years of experience in various industries ranging from heavy equipment manufacturing to Bi-technology to the Service Industry. He is a certified Human Resource Management Professional (SPHR), holds an Associates Degree in Personnel Management, a BS in Accounting, and has attended course work in Business Management at Canisius College and in Labor Relations at Rochester Institute of Technology.

As an adjunct faculty member for University at Buffalo - Millard Fillmore College, Canisius College and Erie County Community College, he teaches Managerial Environment and Ethics, Accounting, Accounting and Finance for Small Business, Human Resource Leadership and Management, Supervisory Leadership, Organizational Behavior and Essentials of Entrepreneurship. In addition to Human Resources he has experience in managing Customer Services and Operations, and has led assignments in Total Quality Management and Training. He has provided leadership to staffs of 3 to 80 people and has provided Human Resource leadership to organizations ranging from 120 to 3000 employees.

Registration procedures and schedule of classes

Dates/Times/Location: The Human Resource Assistant Certificate Program classes will be held on **Mondays, 6:30 – 9:00 p.m. from September 19 - November 7, 2011 at UB South Campus.**

Registration Fee: \$550 per student. (includes student manual and handout materials required for the course)

Register for this course on-line: Go to the following link www.mfc.buffalo.edu and select Human Resource Assistant Certificate Program. Please have your credit card available to complete the registration process on-line. We accept the following credit cards:



Register for this course by fax or mail: You can register and make payment by fax or mail. Please refer to the attached fax or mail in registration form. This form must be received with payment no later than Monday, September 16, 2009.. Your form of payment can be by credit card, check or money order. **Letters of authorization on company letterhead will be accepted to invoice for program registration fee.**

Payment of program fees and refund policies

Course fees are listed with each course found in noncredit course schedule. Students registered for noncredit courses may receive a full refund if our office is notified in writing prior to the first day of class. Noncredit course fees will not be refunded starting with the first day of class.

Certificate Program Requirements

The Human Resource Assistant Certificate program consists of eleven 3 hour seminars that are required to complete the certificate requirements. Certificates of completion and 3.0 Continuing Education Units (CEU's) will be awarded to students who successfully complete the entire sequence of seminars.

For additional information or if you have any questions, please contact our office

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