

POSITION VACANCY

POSITION: Human Resources Office Coordinator

DEPARTMENT: Human Resources

GRADE: (27) Full Time - Non-Exempt

POSITION REPORTS TO: Director of Human Resources

WORKING SCHEDULE: Monday – Friday 8:30 a.m. – 4:30 p.m.,
35-hours/week

JOB FUNCTION: This position provides support to all members of the Human Resources Department and serves as the primary contact for all phone inquiries and visitors.

ESSENTIAL FUNCTIONS:

1. Answers and responds to telephone and in-person inquiries; interprets and explains personnel policies and procedures to all College personnel as well as outside sources regarding college policy in relation to compensation, vacation, sick time, etc.
2. Responsible for inputting and tracking paid time off through the Datatel and Timetrack System.
3. Monitors excessive absenteeism and vacation.
4. Assists the Payroll Coordinator with time verification process for payroll.
5. Prepares and assists with bulk mailings.
6. Document management of all employee personnel files by ensuring timely filing of all relevant documents.
7. Distributes and date stamps all incoming mail & documents for the department.
8. Prepares correspondence for current and incoming employees as directed.
9. Reviews all incoming paperwork for newly hired faculty, staff & student workers, to ensure all necessary information has been received and forwards it to appropriate HR staff member.
10. Assist when necessary with processing changes that impact payroll through Datatel System to include; position changes, benefit changes, promotions, salary changes, new hire information & terminations.
11. Prepares and posts support staff and administrative positions.
12. Administrator of the SharePoint Open Position Website for all open positions. Updates and maintains the SharePoint site as needed.
13. Prepare external ads for position openings as needed.
14. Processes all applications and resumes for open positions, including logging, scanning and issuing the census data card.
15. Processes background check verifications for all current & new employees, and report any unusual findings to HR supervisors.
16. Prepares and forwards requisitions & change forms to supervisors for new and changing positions.
17. Assists when necessary with processing benefit enrollment, termination and changes with insurance carriers and updates information in the human resources information system for new and current employees. Notifies Benefit Consultant of changes to benefits.
18. Orders and tracks supplies for the HR Department.
19. Processes all invoices for payment through the Business Office.
20. Assists with the tracking and reviewing of annual performance appraisals.
21. Assists with development and implementation of health and wellness initiatives for the College.
22. Completes wage verifications when requested.

23. Processes necessary onboarding, termination and background check information for Chartwells and UCEDA employees.
24. Monitors VISA expirations for Employment Eligibility
25. Maintains MVR list for compliance with the Transportation Policy

NON-ESSENTIAL ELEMENTS:

1. Perform other duties as required.

REQUIRED SKILLS, EXPERIENCE AND TRAINING:

1. Associates Degree in Human Resources Mgt. or related field preferred. Minimum of 2 years progressive experience working in an office environment. Human Resources experience preferred.
2. Proficiency in using the College's e-mail system, Web Advisor Account, Telephone System and thorough Microsoft Office Utilization to include; Word (including Mail Merge), Excel, Access, PowerPoint, FrontPage & Publisher.
3. Support skills including, accuracy, word processing, filing and record keeping.
4. Ability to effectively communicate with others and the capacity to meet timely deadlines is required.
5. Excellent telephone, organizational and interpersonal skills are essential in order to effectively communicate with all members of the college community and external constituents.
6. Flexibility in day-to-day assignments and ability to work in sensitive situations with understanding and compassion. Confidentiality is required.
7. Strong organizational and math skills.
8. Ability to establish effective working relationships with co-workers, staff and faculty of the College.

WORKING CONDITIONS: Ability to sit for long periods of time. Ability to stand, reach, walk, bend, stoop, and twist. Finger dexterity. Ability to occasionally lift 10-15 lbs. Typical office working conditions.

May 2019

INTERESTED CANDIDATES, PLEASE EMAIL RESUME AND COVER LETTER TO hrjobs@kings.edu.