

Job Title:

Job Description:

Reports to:

Classification:

Essential Duties:

Human Resources Coordinator

The Human Resources Coordinator performs human resources related duties and provides excellent employee service in assigned areas including, but not limited to: benefits related questions and administration, reconciling benefits statements, assistance with payroll administration, HRIS, and maintaining employee files. This position is responsible for the setup, processing, and enrollment of health and wellness benefits for all eligible CHSU employees. Ensures compliance with employment standards, federal and state laws and regulations as well as assisting with the implementation of policies and procedures in accordance with the mission, core values, and purposes of the university.

Human Resources Manager

Full-Time, Non-Exempt

- Oversee the maintenance of current HRIS, ensure all employee information and records are current and maintained in accordance with all department, university, and state and federal requirements.
- Coordinate and/or assist with and complete special projects, audits, mandatory notices, and compliance reporting.
- Educate employees on benefits programs including managing, scheduling, and conducting benefit orientation for all new or newly eligible employees.
- Administer health and welfare plans, including enrollments, changes, and terminations; Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Answer employee benefits questions and resolve issues and concerns.
- Review monthly carrier invoices and reconcile employee coverage to invoices. Work with Accounting Department to ensure allocations are correct.
- In coordination with VP for Human Resources, lead the Open Enrollment process and ensure timely processing of open enrollment changes, additions, etc.
- Enroll new employees in benefit plans and update information.
- Prepare all benefit termination packets, including notifying the University's third-party COBRA administrator.
- Run monthly benefit reports and assist in benefit correspondence.
- Administer the day-to-day aspects of the retirement plans including enrollment, maintaining up-to-date beneficiary information, distribution of appropriate notices, etc.
- Serve as day-to-day contact for benefit vendors and employees.
- Ensure ACA reporting is accurate and current in HRIS; verify annual 1095c and review for accuracy, approval, and distribution.

Other Human Resources

- Develop/help run reports to meet various levels of management requests for HR-related information.
- Assist with the preparation and processing of year end reports and reconciliations.
- Organize and maintain various filing systems including electronic files and employee files
- Assist with audits as needed
- Makes photocopies; mails, scans, and emails documents; and performs other clerical functions.
- Assists or prepares correspondence as requested.
- Special projects and tasks as assigned to meet business needs.
- Performs other duties as assigned.

Education

- Bachelor's degree in human resources, business, accounting, or related field preferred, or equivalent years of work experience in human resources

**Qualifications/
Education:**

Skills & Experience

- Two to four years of recent human resources experience.
- Experience with Paylocity or other similar mid-size HRIS/payroll systems.
- Experience with benefits administration including COBRA and ACA preferred
- Strong interpersonal skills with ability to work with people at all levels of an organization.
- Ability to communicate both verbally and/or written in an effective manner that fosters understanding and collaboration.
- Ability to research rules and procedures and apply them in diverse situations.
- Must have a commitment to working collaboratively, supporting others in the department, working hard, and being passionate about human resources and the University.
- High level of skill in handling sensitive and confidential situations/information with the demonstrated ability to maintain strict confidentiality.
- Intermediate proficiency in Microsoft Office 365 suite, specifically Excel, Word, and Outlook; experience with PowerPoint a plus.
- Knowledge of office administration procedures with an ability to be detail-oriented and highly organized.
- Ability to draft emails, letters, memos, etc. in a professional manner with attention to grammar and detail.
- Detail oriented with a high level of accuracy.
- Flexible and able to prioritize workload based on urgency and importance.
- Friendly and easygoing with the ability to work well with a diverse group of people.

Compensation:

This position offers competitive wage based on experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **HUMAN RESOURCES COORDINATOR** in the subject field of the email.