

Job Title:**Human Resources Coordinator, University****Job Description:**

The Human Resources Coordinator performs human resources related duties and provides excellent employee service in assigned areas including, but not limited to: employee file and HRIS maintenance, benefits statement reconciliation, recruiting, and payroll processing and timekeeping assistance. Ensures compliance with CHSU policies and procedures, employment standards, federal and state laws, and regulations.

Reports to:

Human Resources Manager, Human Resources Department

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

Oversee the maintenance of all employee information and records and ensure they are current and maintained in accordance with all department, university, and state and federal requirements.

Ensure timely filing of all personnel items including both paper and electronic filing where appropriate. Coordinate and/or assist with and complete special projects, audits, mandatory notices, and compliance reporting.

In coordination with the HR Manager schedule and run the monthly New Hire Orientation (NHO).

Aid in recruiting process which may include posting jobs, phone screening, scheduling interviews, checking references, etc.

Assist with payroll process by entering data into the HRIS and weekly monitoring of employee timecards.

Track all COM/COCA required documents in faculty personnel folder. annually ensure CVs are on file. for Clinical faculty with DO or MD, ensure license and boards are current and not expired.

Ensure professional liability insurance form is completed, kept in personnel file and a copy sent to CFO.

Maintenance of strict confidentiality and security of records including specialized human resources databases, computer software systems, and filing systems.

Make photocopies. mails, scans and emails documents. and performs other clerical functions.

Assist or prepare correspondence as requested.

**Qualifications/
Education:****Education:**

- Minimum of associates degree in human resources, business, accounting, or related field.
- Bachelor's degree in human resources, business, accounting, or related field preferred.
- Equivalent years of work experience in human resources may be accepted in lieu of a degree.

Skills & Experience:

- Minimum of one year of recent human resources experience.
- Experience with Paylocity or other similar mid-size HRIS/payroll systems.
- 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:

CHSU offers a competitive benefits and compensation package. The wage range for this position is \$42,000 annually to \$59,000 annually, however, salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Human Resources Coordinator** in the subject field of the email.