



## Job Description

**Job Title:** Human Resource Coordinator

**Grade:** J

**Department:** Human Resources

**FLSA:** Non-Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

The Human Resource Coordinator position supports the AVP of HR and his/her direct reports (Executive Directors) on a daily basis. Main responsibilities have been budget management, reporting, ESC reconciliation, tuition reimbursement tracking and processing, responding to incoming queries from employees, students and the public, and other duties as assigned that support the department.

### **Characteristics Duties and Responsibilities:**

1. Responsible for administrative support and coordination of Human Resources department. Works closely with AVP-HR, Executive Directors and Director to ensure department is fully support administratively.
2. Closely monitors and advises AVP on budget for any issues with contracted services.
3. Coordinates credentialing of staff and administrative professionals for the College Catalog.
4. Coordinates Service Awards information and purchasing items for President's annual presentation of CPCO Service Awards.
5. Serves as primary GCA contact facilities projects in Human Resources.
6. Coordinates and gathers data for new annual WTVI-FCC EO reporting requirements.
7. Preparation of documents and presentations for the AVP of HR and the Executive Director (Comp and Benefits and Executive Director Employee Relations).
8. Assists and coordinates maintenance, purchasing and reporting activities for the department including: Coordination of ADA accommodation purchases; HR website maintenance; coordination of Employee Termination checklists and exit interviews; Annual tracking and coordination of contract employees moving from conditional to extendable contracts status; monthly Dept. of Labor reporting; and as assigned, ACA tracking.
9. Assists AVP with tracking of college-wide employee relations, disciplinary and performance issues. Assists AVP and Executive Directors in confidential employee relations' meetings – note taking and transcription.
10. Provides regular and as-needed budget updates to AVP and Executive Directors. Tracks vendor contract status and need for renewal, RFP, etc.
11. Leads the coordination of training and special events such as vendor visits, assists with coordination of the annual benefits fair, and Human Resources' training.
12. Liaisons closely with other Unit administrative support personnel, insuring each Unit's needs are being met or anticipated from an HR perspective.
13. Gathers bi-weekly updates from AVP's direct reports. Coordinates monthly HR department "All Hands" meetings.
14. Provides scheduled and ad-hoc reports to AVP as needed. Tracks department's reporting schedule.
15. Gathers policy updates data for HR and EO Policies bi-annually.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. July 2016



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- 16. Provides detailed information requiring some interpretation of guidelines regarding department's programs and policies; responds to inquiries by phone or in person; researches and resolves problems and complaints.
- 17. May review and respond to in-coming correspondence; may type and proof correspondence, reports, and exams; may assist in preparing comprehensive reports.
- 18. May process forms and information; may enter information into computer system.
- 19. May monitor activity of department to ensure all forms and reports are completed by deadline; may assist in completing forms and reports.
- 20. May perform various administrative tasks including maintaining calendar, scheduling appointments, making travel arrangements and preparing authorization for reimbursement, and arranging meetings.
- 21. Other duties as assigned.

**Reporting Relationships:**

**Direction Received:** Reports to the AVP of Human Resources  
**Direction Given:** No authority or responsibility for others

**Minimum Requirements:**

High School Diploma or GED. Must have a minimum of 3 years' work experience in Human Resources. Must possess advanced MS Office skills including Word, Excel, and PowerPoint. Possess excellent analytical and problem solving skills for budget management and excellent presentation and interpersonal skills at all levels to represent HR effectively. Must be able to prioritize and multi-task. Must be able to maintain the highest degree of confidentiality regarding HR information.

**Preferred Requirements:**

Associate Degree from a regionally accredited institution in Business Administration or related field with three years' of administrative work experience  
Experience in a full-time admin support and office management role in a higher education setting  
Experience in Datatel (Ellucian), or other higher education database strongly desired.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of budgets

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Knowledge of computer and office applications  
Writing and proofreading skills  
Research and reporting skills

**Working Conditions:**

Typical Office Environment