MAJOR PURPOSE:
The Human Resources Coordinator is responsible for the day-to-day functions of assisting the VP of HR in the areas of communication, relationship management, recruitment, applicant screening, employee, adjunct faculty/coach and student new hire orientations, wage and hour and labor law compliance, safety, workers' compensation and wellness. The HR Coordinator helps ensure that the university’s practices and procedures are sound and in compliance with applicable laws, regulations, industry practices and internal guidelines.

ESSENTIAL FUNCTIONS:
1. Assists in the design, interpretation and implementation of HR policy and programs to meet the mission and goals of the university and the HR Office.
2. Reviews job descriptions considering consistency and FLSA considerations and posts open positions on internal website.
3. Applicant tracking including responding to applicants and sharing applicants with hiring managers.
4. Onboarding for all employees, adjunct faculty and student labor; conducting new hire orientations and reviewing/tracking new hire paperwork. May conduct some exit processes as assigned.
5. Seeks creative and innovative approaches to recruiting and retaining a highly qualified and committed workforce including improving/developing new recruitment procedures, applicant flow processes, and employee benefit and wellness programs.
6. Responds to employee policy questions.
7. Responds to requests for verification of employment.
8. Streamline HR functions via online payroll service provider. Assists with the initial set up and maintenance of employee records, personnel action payment requests, employee deferrals for benefits, W-2’s.
9. Proactively use discretion and sound judgment when guiding supervisors and employees.
10. Administer the workers’ compensation, risk management and safety (IIPP) programs for the university including management of workers’ comp claims and accident reports.
11. Track required training (i.e., sexual harassment for supervisors every 2 years).
12. Updates legal postings in all locations of the University.
13. Administer the student employment program including maintaining a policy and procedure manual, providing supervisor training and interface with students and payroll specialist.
14. Represent the university and manage a professional and active relationship with various departments to understand the university’s unique needs. Develops collegial, effective and professional working relationships with administrators, faculty and staff. Fosters a culture of professionalism and service orientation.
15. Any and all duties assigned by direct supervisor.

QUALIFICATIONS
The HR Coordinator represents the department to a number of constituencies and must have excellent communication skills, be customer service focused, and have excellent organization and time management skills.

EDUCATION and EXPERIENCE:
• Bachelor’s degree preferred in related field.
• Minimum of two years of human resources or related experience.
KNOWLEDGE, SKILLS and ABILITIES:

- Excellent oral and written English communication skills.
- Commitment to professional growth and continuous education in core topics of human resources.
- Knowledge of current federal and state laws, statutes, regulations, policies, and directives pertaining to human resources.
- Excellent computer skills in a Microsoft Windows environment. Must include Word and Excel and demonstrated skills in database management and record keeping.
- Demonstrated ability to handle multiple projects simultaneously and managing numerous deadlines in an environment where business needs may change and priorities may require constant reshuffling.
- Protecting confidential information and communicating with impeccable discretion in all matters related to employees and internal processes. Uses high level of judgment and able to maintain confidentiality and appropriately handle sensitive communications with employees.
- Team player with ability to work with minimal supervision. Priority on attendance and punctuality.
- Strong analytical and problem solving skills.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University statement of Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

_________________________    _____________________________
Employee Signature     Date

Revised 4/10/2015