

Job Description



Human Resources Coordinator

Employee Classification: Full-Time Salary (Exempt)

Date: 05.03.19

Name:

Reports To: Controller

Department/Area: Business Administration

Approved By:

Supervises: Federal Work Study Student as needed/indicated

Purpose:

Provides administrative support; oversees internal employee policies; monitors compliance with employment regulations; and payroll processing.

Essential Responsibilities:

Payroll Processing

- Process, review and submit payroll with the approval of the Controller using ADP Workforce Now for faculty, staff, and students.
- Ensure managers are approving timecards.
- Work with Controller in managing working capital and payroll schedule.
- Report and remit 403(b) withheld to investment plan.
- Ensure compliance for all federal, state, and local tax withholdings in multi-state environment.
- Distribute live checks and download and digitally store payroll reports.
- Provide employee training on using ADP Time & Attendance.

Recruitment/Interview/Hiring/Orientation

- Assist Department Heads/Hiring Managers with recruitment, resume review, interview process, track applications, and schedule interviews.
- Approve all new hire postings and job descriptions and publish to Marketing for ad placement.
- Conducts onboarding and provides orientation.
- Maintain compliance and provide employees and volunteers guidance on completing mandatory background checks and fingerprinting.



- Verify I-9 documentation and maintain employee personnel files.
- Maintain approved driver listing with insurance carrier.
- Tender employment offers.
- Maintain employee records in ADP.

Termination Process

- Schedule and conduct all exit interviews and termination procedures including working with Third Party Administrators (TPA) for benefits, FSA, and 403(b).
- Announce employee departures internally.

Maintain Regulations & Compliance

- Assist Benefits TPA with annual open enrollment.
- Maintain institutional census for open enrollment and administrative inquiries.
- Utilize census data to complete Form 1095-C and IPEDS survey.
- Assist with the preparation of the performance review forms.
- Maintain up to date Standard Operating Procedures
- Stay informed on changing laws and regulations
- Assure compliance with all state and federal laws including FLSA and FMLA.
- Assist with audits.

Workers' Compensation

- Record worker's compensation claims and submits to Carrier for processing.

Administration

- Reconciles the benefits invoices and submits for payment.
- Be available for employee questions regarding employment, benefits, and policies.
- Complete employment verifications.
- Review reimbursable PA Unemployment claims.
- Responsible for being a Deputy for Title IX, this including the following:
 - Attend meetings weekly
 - Research
 - Track attendance for meetings
- Attend weekly staff meetings.
- Performs other duties as assigned.

Required Personal Attributes:

Conscientiousness

- Displays a professional image at all times, even when facing significant job challenges.
- Delivers on commitments made to others.
- Takes ownership for resolving problems rather than allowing them to persist or simply pointing them out to others.
- Displays positive "Can Do" attitude.

Flexibility

- Adapts quickly to changing situations. This includes last minute changes and disruptions to schedule.
- Is receptive to new information, ideas, or strategies to achieve organization's goals.
- The HR area is one of constant change. This position must be able to react positively to these developments and help lead the way forward to include new developments in HR targeted to both new and existing employees.

Influencing/Negotiating

- Anticipates potential reactions, or concerns of key players in a situation and prepares to address them.
- Builds ownership for new initiatives, or changes by involving those responsible for implementation in planning the details.
- Uses compelling information/statistics to build an effective business case that others find persuasive.

Integrity/Honesty

- Avoids any action, or situation that would give the appearance of unethical, or inappropriate behavior.
- Demonstrates the courage to do the right thing in difficult situations.
- Holds self and others accountable for meeting high standards of the organization's integrity.
- Leads by example through modeling ethical practices and standards.

Sensitivity

- Treats others with respect, fairness, and consistency (e.g., listen to, respect others' views, and ideas).
- Demonstrates empathy and understanding when addressing sensitive issues with others.
- At times the HR Coordinator will be privileged to information that should not be shared. The HR Coordinator must maintain strict confidentiality in performing the duties.

Organizational Skills

- Organizes HR materials, which include recruitment and HR informational handouts.
- Provides organized periodic and ad HR reports to management.
- Organize department HR procedures.

Verbal Communication

- Adjusts communication style and language to most effectively connect with different/diverse audiences and individuals.
- Follows through with the employees to ensure that important documentation and HR information has been understood.
- Communicates information concisely and clearly.
- Explains complex concepts (e.g. schedules, policies, and procedures) clearly and at an appropriate level of detail.

- Maintains frequent appropriate level of contact with management to keep them informed about important, or controversial situations that may come up.
- Ability to communicate professionally with all levels of employees in the organization.

Other Interpersonal Skills

- High-level of effective interpersonal communication skills, both written and verbal plus organization and presentation skills.
- Strong desire to be a part of a University with an entrepreneurial spirit and a fast paced, result-oriented culture.

Position Requirements:

- An Associate’s degree with at least 3 - 5 years related experience in a HR environment.
- Proven leadership skills to effectively direct employees while in a professional environment, ability to properly evaluate comprehension, and application of subject material.
- Must have a valid driver’s license.
- Knowledge of Windows, Power Point, Word and Excel or similar programs required.
- Complete support of and willing adherence to Clarks Summit University’s Standard of Conduct and Confession of Faith. Applicant must hold these standards as his/her own.

Language Skills:

Ability to read, interpret, and comprehend simple instructions, maintenance instructions, standard operating procedures manuals, technical procedures, safety rules, production reports, and/or governmental regulations, and correspondence. Ability to effectively communicate information one-on-one and in small group situations to other employees, managers, and/or customers. Ability to effectively present information and respond to questions from groups of managers, employees, candidates, etc.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to interpret bar graphs.

Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

Acceptance:

I have read this job description, understand and accept these duties, and agree to carry out the assigned duties to the best of my abilities in the best interest of Clarks Summit University and my fellow coworkers. I also have read, understand, and will, to the best of my abilities, follow and adhere to the Clarks Summit University Management structure, Clarks Summit University’s Mission, and Clarks Summit University’s Policies. I will respect those above and under my leadership according to Clarks Summit University Code of Conduct and Clarks Summit University Code of Ethics.

Employee: _____	Direct Manager: _____
Signature/Date: _____	Signature/Date: _____

Physical Requirements / Environmental Conditions				
How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes below.				
	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.				
	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Make notes on the specific job duties that require the physical demands selected above.

Required to use computer often and key information into systems.
 Required to File on a daily basis.
 Required to sit a long period of time.

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet conditions (examples: forest trail, isolation booth for hearing test)
- Quiet conditions (examples: library, private office)
- Moderate Noise (examples: business office with computers and printers, light traffic)
- Loud noise (examples: metal can be manufacturing department, large earth-moving equipment)
- Very loud noise (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

Additional Information: Include any other information that will aid in the preparation of an accurate description of this job.