Job Title: HR Coordinator (RCB)

BCAT Code: 09HX37  Effective Date: February 10, 2012
Pay Grade: G13   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides complex, high level administrative and secretarial support to the Robinson College of Business (RCB) Human Resources Officer.

Examples of Duties
- Assists the Human Resources Officer in administrative tasks, such as faculty recruiting, promotion and tenure, annual contracts, and the contract renewal and non-renewal process, faculty elections, and faculty reviews.
- Assists the Human Resources Officer in the maintenance of faculty files.
- Maintains accurate and up-to-date files of active faculty, the contract renewal and non-renewal schedule, and the faculty review schedule.
- Monitors information requests to ensure that the transcripts and other hiring paperwork are received from each new hire and are submitted to the Provost’s Office.
- Responds to departmental inquiries.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of GSU procedures, practices, and policies.
- Knowledge of the function and goals of the College.
- Knowledge of multiple software, such as Word, Excel, etc.
- Excellent communication and organizational skills.
- Excellent interpersonal and project management skills.
- Ability to work independently.
- Ability to work and perform well under pressure and tight deadlines.
- Ability to maintain absolute confidentiality.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.