Georgia State University

Job Specification

Job Title: HR Coordinator, Student Center

BCAT Code: 09HX29                  Effective Date: June 1, 2011
Pay Grade: G13   FLSA Status: Exempt       Revision Date: July 1, 2013

General Description
Oversees and manages the Human Resources (HR) activities of a department, college, or division, such as recruitment, classification, staff development and training, records management, employee relations, affirmative action, payroll, and performance evaluations.

Examples of Duties
- Supports the HR functions of the Student University Center and Student Life and Leadership departments.
- Coordinates all departmental student staff training efforts and the annual full-time staff training.
- Maintains and updates training resources and staff manuals.
- Oversees, manages and coordinates recognition programs.
- Coordinates the new hire process; updates and completes job position descriptions, reclassifications, etc.
- Manages the online job application process for the department and candidate searches.
- Drafts, revises, maintains departmental policies and procedures.
- Coordinates administrative staff meetings.
- Develops internal newsletters and emails.
- Assists in special projects as needed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of office policies and procedures, basic computer operations and software, such as spreadsheets, databases, and word processing.
- Knowledge of HR procedures, policies, and activities.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, supervise, train staff, and pay attention to detail.

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.