**Job Title:** Records Coordinator, Senior - HR

**BCAT Code:** 09TU09  
**Effective Date:** April 1, 2007

**Pay Grade:** G09  
**FLSA Status:** Non-Exempt  
**Revision Date:** July 1, 2013

**General Description**
Provides clerical and administrative support for Payroll, Benefits, and the Human Resources Information System (HRIS).

**Examples of Duties**
- Serves as primary backup for the HRIS Specialist.
- Sets up individuals, new hires, and rehires in the HR Information system, such as faculty, staff, students, temporary employees, and affiliates.
- Sets up direct deposit banking instructions in HRIS for all employees.
- Responds to written employment verification requests on behalf of employees.
- Monitors annual employee performance evaluations submitted to Human Resources (HR).
- Assist in the production of the campus directory and other data requirements.
- Collaborates with the Payroll Specialists.
- Provides backup support for employee records activities.
- Maintains and archives all personnel files.
- Retrieves and enters information during the day on an hourly basis for staff and faculty appointments.
- Responds to employment verifications within 48 hours of receipt of the request.
- Records the receipt of the annual employee performance within one week of the receipt of evaluation.
- Assists the unit in the creation of various HRIS data reports and products, such as the annual campus directory, campus mailing label requests, etc.
- Updates the employee HRIS records based on data change requests from the directory update process.
- Advises customers or department members on proper procedures and policies to ensure that the appropriate requirements are met.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities**
- Ability to lift up to 25 lbs.
- Ability to communicate effectively verbally and in writing.
- Ability to use standard office equipment, such as photocopy and fax machines.
- Ability to work under stressful situations.
- Ability to work independently, and perform assignments via oral and written instructions, and/or specific policies and procedures.

**Minimum GSU Hiring Standards**
High school diploma or GED and two years of clerical experience with some experience with a complex filing system.

*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.*