General Description
Provides support to the Associate to the Dean with matters related to faculty hiring and promotion/tenure within the Byrdine F. Lewis School of Nursing and Health Professions (BFLSNHP). Manages and coordinates all HR matters related to staff, part-time instructors, student assistants, such as recruitment, classification, records management, employee relations, payroll and benefits, and performance evaluations. Reports to the College Administrative Officer and the Associate to the Dean.

Examples of Duties
- Assists the Associate to the Dean on matters, such as faculty hiring, promotion and tenure, pre- and post-tenure reviews, the graduate faculty appointment process.
- Manages the daily HR functions of the College, such as classification, payroll, timesheets, budgets, compliance, employee relations, benefits, staff recruitment, retention and training, personnel matters related to Graduate Research Assistants, Part-Time Instructors, Limited-Term and Temporary employees.
- Manages all payroll systems for the college, such as the input and submission of the data.
- Supports and assists the Chief Administrative Officer (CAO) in implementing the strategic plan of the College in regard to HR.
- Advises and trains the College staff administrators on new HR processes and procedures, systems, and policies.
- Assists the CAO with preparing reports concerning HR and personnel matters, such as recruitment goals and outcomes, legal compliance, current data, and reports for use in annual reports, accreditation purposes, and other uses.
- Coordinates and facilitates meetings, training sessions, and other HR related events, such as designing and conducting in-house programs for faculty and staff.
- Advises unit heads on HR related matters concerning staff, such as working with the Principal Investigator (PI) and Program Director (PD) to determine the appropriate personnel for sponsored projects.
- Serves as the lead worker and coordinates the assignment or performance of tasks by others.

Knowledge, Skills and Abilities
- Knowledge of federal and state law, and University rules and regulations concerning HR.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent judgment.
- Ability to supervise and direct the work of others.

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.