General Description
Coordinates the Human Resources (HR) functions for the division of Student Affairs. Reviews electronic Personnel Action Forms (ePAFs) and Position Review Forms (PRFs) for submission to the Director. Reviews etime and ADP entries. Maintains the PRF database and assists in the new hire process for division job postings.

Examples of Duties
- Advises supervisors and managers on personnel related matters, policies and procedures; ensures that deadlines are met.
- Assists Directors in the new hire process for division job postings, such as input job postings, coding of applications, requests for background and credit checks, and review of applications, to ensure the minimum hiring standards (MHS) are met.
- Collects and uploads evaluation instruments used in the interview process.
- Ensures that the Affirmative Action (AA) process is followed.
- Coordinates staff recruitment and participates in related activities.
- Supports division Directors administratively in the review of ePAFs and PRFs for submission to the Director of Student Affairs Administration.
- Reviews etime and ADP entries for accuracy.
- Reviews and coordinates requests for reclassifications and the establishment of new job titles.
- Advises division Directors on job titles and job duties for specific positions.
- Maintains the database of division positions and the calendar for position reviews.
- Advises personnel in the use of HR systems.
- Trains employees; serves as a lead worker.
- Serves as a member of HR administrative and strategic committees.
- Assists in special projects.
- Performs other duties as assigned.

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.