Georgia State University

Job Specification

Job Title: HR Coordinator, Senior (RCB)

BCAT Code: 09HU03  Effective Date: September 1, 2015
Pay Grade: G14  FLSA Status: Exempt

Job Family: Human Resources

General Description
Performs senior level administrative work managing 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
- Manages the complexities of payroll, faculty and staff, and ensures that deadlines are met.
- Manages the recruitment and all HR processes within the department.
- Supervises the professional administrative staff, temporary staff, and student assistants.
- Coordinates the staff evaluation process.
- Manages the electronic Personal Action Form (ePAF) and Family and Medical Leave Act (FMLA) process for faculty and staff.
- Communicates with college faculty and staff.
- Assists with the faculty hiring process, extra compensation, and stipend requests.
- Manages the faculty/staff database as it relates to human resources within the unit.
- May assist in the position review process.
- May serve on University and College committees.
- 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 Human Resources (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 four 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.