# Georgia State University

## Job Specification

**Job Title:** HR Coordinator

**BCAT Code:** 09KX18
**Effective Date:** February 1, 2007

**Pay Grade:** G15  **FLSA Status:** Exempt
**Revision Date:** July 1, 2013

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### General Description
Performs administrative and financial duties coordinating the daily operations of the Human Resources (HR) department, such as managing, approving and monitoring the departmental budget, funding sources, and advising management on financial and personnel matters.

### Examples of Duties
- Prepares and approves budget amendments for the department.
- Processes and approves all purchase requisitions, request for payment forms, registrations, travel expense statements, and PCard statements.
- Assists the Assistant Vice President (AVP) in developing the annual budget.
- Prepares and submits the final annual budget.
- Manages all of the Human Resources (HR) operating budget.
- Serves as the liaison for HR with multiple campus departments.
- Develops, plans, and implements inventory or property management policies and procedures for the department.
- Assists the AVP in developing and/or revising financial policies and procedures.
- Advises the AVP on the selection and hiring of administrative staff.
- Assists the AVP in the merit process, including developing spreadsheets.
- Serves as the first line resource person for HR concerns and inquiries.
- Coordinates staff development programs and workshops for the department.
- Assists the AVP in special projects, such as research and surveys on multiple institutional HR units.
- Represents the AVP at meetings and other functions as needed.
- Develops and maintains the departmental marketing materials and the website.
- Serves as the Human Resources Advisory Council (HRAC) representative and Affirmative Action/Equal Employment Opportunity (AA/EEO) Unit Coordinator for the department.

### Knowledge, Skills and Abilities
- Knowledge of Georgia State University (GSU).
- Knowledge of financial statements.
- Ability to communicate effectively both orally and in writing.
- Knowledge of Human Resources (HR) rules and policies.

### Minimum GSU Hiring Standards
Bachelor’s degree and two years of administrative experience; or high school diploma or GED and six years of administrative experience; or a combination of training and related experience.

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*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.*

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**Office of Human Resources**

**Classification Section**