

JOB INFORMATION

Effective Date	8/18/2022
Job Code:	2900
Job Title:	Coordinator, Faculty Affairs
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Affairs
Job Summary	The Coordinator, Faculty Affairs will be responsible for coordinating the process of Faculty hiring and on boarding. The incumbent will oversee faculty records and credentialing, compensation and workload compliance, academic stipends, and faculty offer letters. The Successful candidate will also process and verify finance and accounting documents and reports for the Office of the Provost/Academic Affairs.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum three years of business related experience.	Required	
Considerable	Five years of Human Resource employment, onboarding, or compensation experience in higher education.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of general office policies, procedures, and equipment.	Skilled
• Knowledge of professional writing standards and effective oral and written communication skills.	Skilled
• Advanced skills in Microsoft Excel.	Skilled
• Skills in interfacing multiple software databases and packages to produce professional reports.	Skilled
• Skilled in reviewing data, for detecting errors and ensuring accuracy.	Skilled
• Ability to produce, compile, and analyze data.	Skilled
• Ability to communicate and work effectively with diverse teams.	Skilled
• Capacity to process complex material quickly and, from it, produce clear, concise and engaging copy under deadline pressure.	

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Coordinates and processes documentation necessary for faculty hiring requests, including faculty offer letters and reappointment of non-tenure track faculty.	20%
• Creates, updates and maintains faculty compensation and academic stipend databases.	20%
• Oversees and keeps record of faculty workload compliance.	15%
• Prepares and processes all accounting documents including vouchers, purchase requests, and travel related paperwork. Prepares and reconciles monthly departmental accounts.	15%
• Coordinates the processing of personnel and payroll actions and documents such as electronic Personnel Action Request Forms (ePARs), Position Request Forms (ePRFs), and timekeeping.	15%
• Investigates and analyzes departmental problems/needs and makes recommendations for resolution.	5%
• May be responsible for the supervision and/or training of student workers.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description