

JOB INFORMATION

Effective Date	10/20/2021
Job Code:	3353
Job Title:	Employment Coordinator
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Human Resources
Job Family:	Talent Acquisition
Job Summary	The Employment Coordinator will perform activities supporting the recruitment, screening and referral of primarily non-exempt applicants for the university. Provides guidance to applicants and hiring departments. Establishes and serves as liaison between external agencies and recruiting sources.

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	
Bachelor's Degree	in Human Resources	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Two years of related experience.	Required	
Less than 3 yrs	Experience in higher education setting	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	PHR or SPHR		Preferred	

Knowledge, Skills and Abilities

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	KSAs			Proficiency
	• Must be service oriented with excellent interpersonal skills.			Skilled
	• Must have professional and effective oral and written communication skills.			Skilled
	• Must be familiar with or capable of learning and employing effective interviewing techniques.			Skilled
	• Must be able to effectively interact at all levels and exercise good judgment in dealing with confidential information and materials.			Skilled
	• Must be able to prioritize tasks, meet deadlines and work independently.			Skilled
	• Must be enthusiastic self-starter with energy and drive, and contribute as a positive working member in a team environment.			Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Prepares and posts requisitions and posts to external sites. Reviews applications and resumes to screen for qualified applicants and refers qualified applicants to hiring departments.	30%
• Coordinates search paperwork including screening/interviewing documentation; reviews all support staff search documentation upon completion of search; closes search files documenting search activity. Reviews recommended hires for support staff searches; Prepares request to hire for approval. Makes approved job offers and coordinates counter salary negotiations.	30%
• Provides guidance to hiring departments concerning hiring practices and interprets policies; answers questions from applicants concerning vacancies, pay, benefits, policies and university community. Trains new users on application system.	15%
• Initiates and facilitates onboarding processes and confirms all documentation is successfully completed. Supports the H.R. Generalist with printing badges and assisting new hires to complete their I-9's as needed.	15%
• Coordinates advertising process for external recruiting purposes. Approves ads and serves as liaison to external agencies including the Texas Workforce Commission and other recruiting sources. Attends HR professional development events as needed.	5%
• Other related duties and special projects as assigned, including front desk coverage/back up and support for employment related tasks.	5%

PRE-EMPLOYMENT

MVR:	Yes
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
0%	