

JOB INFORMATION

Effective Date	10/25/2021
Job Code:	3351
Job Title:	Sr. Employment Coordinator
Salary Grade/Structure:	040 - 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 Senior Employment Coordinator performs the activities supporting the recruitment, screening and referral of primarily exempt applicants for the university. Provides guidance to hiring departments. Posts all faculty positions, advises search committees, and monitors faculty employment activities. Establishes and maintains liaison with external agencies and recruiting sources. Coordinates placement of job advertisements. Maintains oversight for all employment functions for UHCL.

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	
Some	5 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	

Licenses and Certifications

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

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.	Proficient
• 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.	Proficient

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Oversees the online employment application system. Prepares and posts all exempt and faculty vacancies to external sites. Reviews applications and resumes to screen for qualified applicants and refers qualified applicants to hiring departments. Maintains oversight for employment functions for UHCL and leads the activities of other employment staff.	40%
• Coordinates search paperwork including screening/interviewing documentation; reviews all exempt and faculty search documentation upon completion of search; closes search files documenting search activity. Reviews recommended hires for 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 and provides technical support, problem-solving and decision making.	20%
• Coordinates advertising process for external recruiting purposes; writes and edits ads for staff positions; approves ads for faculty and staff. Serves as liaison to external agencies including temporary staffing agencies, and other recruiting sources; maintains minority recruiting resource list. Performs as Veteran's liaison as needed. Attends job/career fairs as needed.	5%
• Other related duties as assigned.	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
0%	