

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

HUMAN RESOURCES COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: 17 – C

JOB FAMILY: HUMAN RESOURCES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

Coordinates recruiting efforts to advertise position vacancies in accordance with practice and policy, seeks out qualified applicants, and encourages applicants to apply for available positions. Determines recruitment strategy for advertising and selection in partnership with hiring manager. Participates in the interview process and manages new hires onboarding process. Ensures all recruitment and hiring efforts comply with federal and state law. Conducts other Human Resources generalist functions within the Human Resources Department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Defines and establishes recruiting requirements, processes, and procedures and works closely with hiring managers, studying department plans and objectives, delivering presentations to groups or one-on-one, and advising managers on best interview and/or selection practices, external recruiting platforms, and ideal candidates.

Facilitates sourcing candidates using a variety of search methods including creating and posting job announcements on internal and external job boards, with professional networks, and/or by community outreach to build a robust candidate pipeline to stay abreast of recruiting trends and best practices. Provides college information, opportunities, benefits, and perks to potential candidates and at networking events.

Utilizes recruitment and selection processes such as resume screening, screening calls, background check and/or drug testing results to assess the skills, qualifications, experience, and employment eligibility of potential candidates. Creates screening questionnaires based upon position descriptions and department staffing goals.

Manages faculty credentialing documentation; develops and updates forms; maintains faculty license and certification records in SACS credentialing database; and reports and follows up on expiring documents.

Serves as the initial point of contact for requests to add and/or edit employee information in the HRIS system. Reviews and evaluates documentation and inputs employee job data into HRIS system. Educates supervisors and employees on rejected documentation and recommends courses of action.

Prepares and sends targeted communications to hiring managers and employees on special topics pertinent to the recruitment process in order to educate employees on updated hiring processes and procedures.

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Facilitates the job offer process by extending job offer, negotiating starting salary, crafting job offer letter, determining start date, and sharing benefits and perquisites.

Manages new hire onboarding and ensures prompt and accurate completion of necessary paperwork. Provides new hire access to onboarding documents and meets with new hires to collect hiring documents and take a picture for their ID.

Manages and monitors Talent Acquisition phone and email accounts by responding to customer and employee inquiries related to talent acquisition.

Manages the Human Resources website content and appearance to maintain accurate and timely information.

Responsible for other duties as may be assigned.

SUPERVISION RECEIVED

Supervision is received from the Director of Talent Acquisition.

SUPERVISION EXERCISED

Supervision is exercised over part-time employees and student assistants.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited college or university supplemented by a minimum of one (1) year of related experience. **OR** high school diploma supplemented by a minimum of three (3) years of related experience.

PREFERRED QUALIFICATIONS

Associate's degree from a regionally accredited college or university supplemented by three (3) or more years of related experience in using automated applicant tracking system.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

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Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 10/09

Revised: 12/14; 10/19/22; 5/21/24