

FLORIDA STATE COLLEGE AT JACKSONVILLE

JOB DESCRIPTION, 2015

PROJECT COORDINATOR – HUMAN RESOURCES

FLSA STATUS: EXEMPT - PAY GRADE: 17 - C

GENERAL STATEMENT OF JOB

The Human Resources Project Coordinator performs independent, responsible and complex personnel services work and coordinates Human Resources projects. An employee in this position provides support across all functional areas within the Human Resources Department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Create and maintain a schedule of Human Resources projects, and monitor and control the projects to ensure deadlines are met.

Track Human Resources' policies and procedures for adherence to the update schedule.

Provide support and coordinate functions pertaining to employment, benefits, labor negotiations and employee relations.

Monitor the Human Resource budget and expenditures and maintains records and oversees expenditures and records.

Collect and compile information, analyze results, and prepare records and reports.

Maintain open lines of communication with other college departments with regard to assigned projects.

Perform other related duties as required.

SUPERVISION RECEIVED

Supervision is received from the Administration Support Manager.

MINIMUM QUALIFICATIONS

Requires an associate's degree from an accredited college or university supplemented by three (3) years of related experience. Must have effective written and verbal communications skills.

PREFERRED QUALIFICATIONS

A bachelor's degree from an accredited college or university supplemented by three (3) years of project focused experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks are essentially sedentary, with occasional bending, reaching, grasping, or otherwise restricted movements.

Data Conception: Must be able to understand complex data presentation and perform analysis.

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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.

Language Ability: Must be able to communicate effectively in standard English, and to convey information to others.

Intelligence: Requires the ability to apply principles of rational systems and synthesis functions. Requires comprehension and application of investigative and analytical principles and theories. Requires the ability to deal with problems involving concrete and intangible variables in situations where standardization exists, but wherein data may be subjective as opposed to clearly measurable or verifiable; to exercise critical independent judgment and initiative; to acquire knowledge of topics related to occupation.

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

Numerical Aptitude: Must be able to add, subtract, multiply and divide; compute ratio and proportion; calculate decimals and percentages; compute interest, discount, profit and loss; utilize principles of descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires minimal levels of hand/eye coordination.

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

Color Discrimination: Requires the ability to differentiate between colors and shades of color

Interpersonal Temperament: Must be adaptable to performing under moderate levels of stress when confronted with an emergency or tight deadline.

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: 3/15