

Human Resources Coordinator – Full-Time



LACKAWANNA COLLEGE HAS BEEN VOTED ONE OF THE
“BEST PLACES TO WORK IN PA” FOR 2014, 2015, 2016, 2017 and 2019

ESSENTIAL FUNCTIONS, PRIMARY RESPONSIBILITIES AND OBJECTIVES:

Under the general supervision of the Vice President of Human Resources, the Human Resources Coordinator performs a wide variety of administrative duties in a fast-paced office environment. This position is responsible for the administrative process required for maintaining employee files, tracking and recording background checks on all College employees and maintaining accurate and current information in the HRIS. In addition, the Human Resources Coordinator works collaboratively with the Human Resources team to support the recruitment and hiring process, benefits administration, HR related events (including service anniversaries, employee appreciation days, etc), and special projects.

The Human Resources Coordinator also provides operational support to the Human Resources office by serving as point of first contact for the department, responding to phone, email and in-person inquiries, prepares, distributes, and maintains a variety of materials and correspondence as required (for example invoices, external and inter-office mail, ordering supplies).

ESSENTIAL FUNCTIONS:

1. **Personnel File Maintenance:** Coordinate all personnel files, ensuring that files are up to date, complete, and accurately maintained.
 - a. Ensure I-9/Employment Eligibility Forms are current and complete, and that I-9 files for current and terminated employees are maintained in accordance with required retention schedules.
2. **Background Clearances:** Track and record background clearances for all employees including criminal record checks, child abuse history clearances, and fingerprinting. Ensure compliance with recertification requirements.
3. **HRIS:** Assist with maintaining the College’s HRIS, to include creating records for new hires, processing employee status changes and terminations, and handling vacation/sick time requests.
4. **Recruitment:**
 - a. Provide assistance with the job posting/interview process which includes preparing job postings (in-house and online), collecting/reviewing resumes for minimum qualifications, and coordinating the internal interview process, communicating with all applicants.
 - b. Prepare semester based and annual contracts for various positions, i.e. adjuncts, lab assistants, etc.

5. **Benefit Administration:**
 - a. Participate in and assist with wellness initiatives, health fairs, award distribution, employee appreciation days, group outings, and open enrollment sessions.
 - b. Respond to employee questions/concerns as necessary.
6. **Unemployment Claims:** Partner with payroll to complete and submit unemployment benefit claims.
7. **Service Awards:** Maintain calendar of service anniversaries and communicate same to HR department and Vice Presidents on a monthly basis.
8. Other tasks and general office work as required and/or assigned.

KEY COMPETENCIES:

1. Excellent office management and organizational skills.
2. High level of diplomacy, confidentiality and professionalism.
3. Ability to prioritize the responsibilities associated with a fast-paced office.
4. Detail-oriented to accomplish complex tasks.
5. Excellent communication and interpersonal skills.
6. Flexibility to engage in multi-tasking.
7. An understanding of the HR function.
8. Knowledge of Employment laws, specifically as they apply to the accountabilities noted above.
9. Competencies in Microsoft Office software programs.

EDUCATION:

- Associate's Degree required in a discipline encompassing business and/or human resources knowledge, skills and abilities.
- Bachelor's degree preferred.
- Studies or professional development in Human Resources preferred.
- PHR certification desirable.

EXPERIENCE:

- Prior experience in an office setting as a clerical or office assistant required, preferably in Human Resources field.

Deadline for applications, Friday September 25, 2020. No phone calls, please. Interested candidates can email resumes to jobs@lackawanna.edu

In compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other applicable non-discrimination laws, Lackawanna College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, veteran's status, or genetic information in its educational programs and activities, admissions, and with regard to employment.

Lackawanna College is an accredited, private, non-profit educational institution providing opportunities for career and personal development within selected associates degree, certificate and continuing education program.