

JOB INFORMATION

Job Code	EB32
Job Description Title	Coord, Employment Services
Pay Grade	HR07
Range Minimum	\$43,990
33rd %	\$52,790
Range Midpoint	\$57,190
67th %	\$61,590
Range Maximum	\$70,380
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	4/30/2025 11:11:59 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employment Services

JOB SUMMARY

The Coordinator, Employment Services supports the Talent Acquisition & Talent Fulfillment in their daily operations. This position is responsible for a variety of tasks aimed at enhancing the efficiency and effectiveness of the recruitment and hiring processes.

RESPONSIBILITIES

- Coordinates the candidate communications process, providing timely updates on application status and ensuring effective communication throughout the hiring process.
- Reviews and enters candidate non-selection reasons into the university's applicant tracking system, ensuring reasons are legitimate based on minimum qualifications, as well as compliance with employment regulations.
- Maintains thorough understanding of the university's procurement process and requirements to administer the procurement and inventory of supplies for welcome baskets and promotional items, ensuring all necessary items are available. Assembles and delivers personalized welcome baskets to new hires and interviewees, creating a positive and welcoming first impression, while maintaining university brand standards.
- Conducts detailed research on recruitment campaigns, compiles and analyzes prospect data to support targeted recruitment efforts in collaboration with the Talent Acquisition Specialists.
- Performs initial screening calls for entry-level and early career roles, including preparing Pay Evaluator assessments to ensure candidates meet the required criteria.
- Reviews and approves postings for student job opportunities, ensuring all postings are accurate and up to date and comply with university policies, federal and state employment regulations.
- Plans and supports job fair activities and other recruitment events, such as National Student Employee Appreciation week activities, to enhance the organization's presence and engagement.
- Maintains regular updates of job postings, ensuring the posting site remains current and informative for potential candidates.
- Facilitates and reviews background checks on undergraduate, graduate, and professional students, ensuring compliance with organizational policies and procedures.
- Reviews and approves Graduate Electronic Personnel Action Forms (EPAFs) to ensure accuracy and compliance with institutional guidelines.
- Reviews and audits Graduate Assistant (GA) position descriptions, ensuring compliance and valid exemption status under the Fair Labor Standards Act (FLSA).
- Provides additional support to Talent Fulfillment during peak hiring times, ensuring smooth and efficient processing.

RESPONSIBILITIES

- May perform other job duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No Specific Discipline.	and	2 years of	Experience in human resources with a focus in employment services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of federal employment laws and regulations.

Proven knowledge of multiple Human Resources functions

Proven knowledge of fundamental HR concepts, practices, and procedures

Effective communication skills to collaborate with stakeholders and communicate compliance regulations under employment laws.

Ability to research, synthesize information, and draw actionable insights.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				10 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.