



Job Specification

Job Title: HR Coordinator, Arts and Sciences
BCAT Code: 325X BR
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Oversees and manages the human resource activities of a department, college, or division to include, recruitment, classification, staff development & training, records management, employee relations, affirmative action, payroll, and performance evaluations.

Examples of Duties

- Advices supervisors and managers on personnel related issues, consequences, policies, and procedures.
- Coordinates and participates in the recruitment activities of staff and/or faculty.
- Manages the annual performance review process and procedures for staff/faculty.
- Reviews and coordinates requests for reclassifications and/or compensation adjustments.
- Supervises the maintenance of departmental human resource activity records
- Develops and coordinates staff development and training activities.
- Provides administrative support such as monitoring workflow, preparing and coordinating human resource paper work, and supervising staff.
- Serves as a member of administrative and strategic committee involving human resource.
- Assists with special projects and performs other human resources related activities as assigned.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of office policies and procedures, basic computer operation and software (spreadsheets, databases, and word processors), and human resource procedures/policies/ and activities.
- Ability to multi-task, supervise, train staff, and pay attention to detail.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and three years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.