JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

HR Coordinator

Job Code: 6798

Salary Grade: S07

FLSA Status: Non-Exempt

Job Family: Organizational Administration

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Aids with and facilitates human resource processes. Assists with the administration of a variety of human resources related processes and procedures and acts as liaison for internal and external customers. Responds to process related problems and provides administrative support to the human resource function as needed, including record-keeping, file maintenance and HRIS entry. Coordinates processes, procedures, and workflows.

- Performs administrative tasks and services to support effective and efficient operations.
- Maintains databases and prepares reports.
- Independently develops original drafts of material using specialized knowledge.
- Maintains various files including but not limited to personnel files and other documentation as necessary.
- Analyzes a variety of problems and carries out projects or assignments requiring initiative, independent action and specialized knowledge or expertise.
- Answers frequently asked questions from employees related to standard policies and processes; refers more complex questions to appropriate HR staff or management.
- Maintains the integrity and confidentiality of human resources related information.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School Diploma or GED.

Experience:

Required: 36 months experience in Human Resources, Accounting, Payroll or other relevant business-related field.

Required Certifications or Licenses:

· None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

· Working knowledge of office procedures
· Detail oriented for accuracy of data and information
· Highly organized and ability to handle multiple projects and deadlines
· Ability to communicate well and build rapport with students, faculty and staff
· Proficient with Microsoft Office Suite (Word, Excel, and Outlook)
· Ability to use a computer and calculator

Working Conditions

Physical:
Sit for prolonged periods. Communicate effectively and listen. Use of computer, calculator, and telephone. Engage in repetitive motion.

Environment:
Standard Office Environment. Stress to meet deadlines.

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