Position: Human Resources Coordinator

DEPARTMENT: Human Resources

IMMEDIATE SUPERVISOR: Associate HR Director

POSTING DATE: March 20, 2020

CLOSING DATE: Until Filled

SALARY: Range: $23.00 - $26.00 per hour, DOQ/E

BENEFITS: Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 7 HMO's; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement option with a 7% employer retirement contribution following 1 year of benefited employment, with immediate vesting; vacation accruals and a stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees.

EXEMPT STATUS: Non Exempt (hourly), Full-Time

GENERAL NATURE OF POSITION:
The Research Foundation's Human Resources Department provides a full range of Human Resources services and support that enable Research Foundation programs to accomplish their research and public service objectives, while supporting a work environment where diversity and individual and team contributions are respected and valued. These include compliance; recruitment and staffing; benefits administration; policies and procedures; Employee Relations; compensation; training; and community outreach.

As a member of the Human Resources team, the incumbent is responsible for entering a large volume of employee data into the HRIS system accurately and in a timely manner. The incumbent will enter and process information pertaining to new hires (on-boarding), will perform data entry of appointment forms and all employee status changes; will update and maintain the E-Verify system, the online tax compliance (“Glacier”) system. The incumbent will also provide general administrative support to the HR department. On occasion, the incumbent will fill in for meal and rest breaks for the Reception (front) desk.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Complete the on-boarding process with new hires. Ensure new hire paperwork is accurately completed, collected and processed in HRIS system by semi-monthly payroll deadlines. Provide information, direction, and guidance to new hires about Research Foundation’s HR and payroll policies and procedures.
2. Process and track docusign appointment forms. Respond to email, phone inquiries and correspondence. Perform accurate data entry of all other HR transactions, including appointments, re-appointments, employee status changes, salary changes and terminations into the HRIS database to meet critical HR/PY deadlines.

3. Enter new hires and rehires in the CMS system and communicate log in instructions for the Research Foundation’s email system. Update and maintain Google groups for all active Research Foundation employees. Terminate access of terminated employees in timely manner.

4. Update and maintain personnel files in the OnBase system, and employee data in the E-verify system and in the Glacier system. Assist nonresident employees with tax compliance questions while completing Glacier. Partner and collaborate with OSP managers and payroll personnel to resolve employee issues.

5. Create and distribute various system reports on a monthly basis to project directors. Conduct research on assigned projects, and run other reports as assigned.

6. Greet and assist applicants, employees and visitors, as appropriate. Assist with other administrative tasks in HR as directed. Provide coverage to Reception, as needed.

7. Perform other duties and responsibilities, as assigned.

INTERPERSONAL CONTACTS:
1) Reports to the Associate HR Director.
2) Frequently interacts with students, employees and university personnel, including faculty and administrators; and Research Foundation staff at all levels.

SUPERVISORY RESPONSIBILITIES
None. However, may guide, assign, train, and direct the department student assistant.

QUALIFICATIONS:
1) Education and Experience
   • Associate Degree with Human Resources management coursework is required. Bachelor’s Degree is highly preferred.
   • Two plus years of relevant experience in HR is required.

2) Knowledge, Skills, Abilities Required
   • Operate in compliance with all laws, as well as company policy and compliance standards.
   • Proficient in MS Office Suite.
   • Proven interpersonal skills to develop and maintain productive professional relationships with all colleagues and clients.
   • Demonstrated strong organization skills and attention to detail.
   • Excellent written and oral communication skills.
   • Can do attitude and passion for improving and automating processes and ask relevant questions.
   • Proactive mentality - Able to multitask efficiently and effectively.
   • Able to exercise good judgment and must be able to maintain confidentiality.
   • Self-motivated, proactive, team player with proven success working in a dynamic and fast-paced environment.
• Responsive and able to work with a high sense of urgency.

3) **Complexity of Duties**
   • Works under general supervision on specific assignments following established policies, procedures and practices.
   • Work is subject to regular checks and review to ensure compliance with procedures.

4) **Physical Requirements**
   • Must be able to operate a PC including mouse and keyboard.
   • Must be able to operate general office equipment.
   • Must be able to sit for extended periods of time.
   • Visual acuity associated with concentrated computer use.
   • Must be able to push, pull, carry, or lift up to 20 lbs., with or without aids.
   • May be asked to work overtime (evenings and/or weekends) occasionally.
   • Must possess a valid driver’s license and a clean driving record.

**NOTE:** This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

**PLEASE NOTE:** This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.

**BENEFITS:**

The comprehensive benefit package includes:

a) Ten Health Insurance Plans to choose from, under the umbrella of CalPERS
b) Free dental and vision for employee and their eligible dependents
c) Paid Federal & State Holidays (13)
d) Retirement Plan: 403 (b) Both an employee contribution plan and a 403 (b) employer-only employee contribution component
e) Vacation and separate sick plans
f) Employee Discounts
g) Paid Training and Conferences
h) Increases based on merit (performance)

**APPLICATION PROCEDURE**

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter.

The applicant may do this via e-mail or by regular mail. The formal employment application is located at: [http://www.sjsu.edu/researchfoundation/docs/Employment-Application.pdf](http://www.sjsu.edu/researchfoundation/docs/Employment-Application.pdf)

It may also be obtained from the Research Foundation through its website at [http://www.sjsu.edu/researchfoundation/open/index.html](http://www.sjsu.edu/researchfoundation/open/index.html)
An applicant may also apply in person by visiting the Research Foundation, located at
210 North 4th Street, 3rd Floor,
San Jose, CA (corner of St. James and North 4th Streets)

Please address your formal application, your resume and your letter of interest directly to:
San Jose State University Research Foundation
Attn: HR/Job Code HRCOORD
210 North 4th Street
San Jose, CA  95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation
The San José State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.