



Associated Students, San Jose State University Job Description

Position Title: Human Resources Coordinator
Position Department: Human Resources
FLSA Status: Exempt
Full/Part-Time: Full-Time
Compensation: \$65,000 annually
Reports to: Human Resources Manager

Click [here](#) to apply!

Associated Students Summary

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary

The Human Resources Coordinator is responsible for performing a variety of Human Resources functions, including but not limited to onboarding, personnel processing, benefits administration, employee relations, recruitment, risk management, and employment law compliance.

Essential Functions

- Supports the recruitment and hiring processes by posting job openings on internal and/or external career sites, managing the application filing system, conducting reference checks, sending regret correspondence to applicants, and scheduling and facilitating the onboarding process.
- Assists with inputting, updating, and maintaining employee information in ADP, SJSU PeopleSoft databases, CSULearn, and Google Groups.
- Completes E-Verify and DE-34 Form for new student employees.
- Assigns electronic training sessions to employees, regularly tracks completion, and notifies supervisors and employees of overdue assignments.
- Tracks Work Study payroll and generates reports as needed.
- Responsible for facilitating monthly new hire orientation.
- Performs data reporting by gathering, analyzing, and formatting a variety of information related to recruitment, selection, onboarding, employment, benefits enrollment, student leave of absences.
- Responsible for coordinating student conditional employment offers and background screening
- Support the Human Resources Manager with employee retention programs, including but not limited to recognition, employee celebrations, and appreciation events.
- Responsible for assigning student assistant performance reviews, tracking due dates and sending reminders to supervisors.

- Supports organization supervisors with employee relations coaching, personnel processing, position classifications, interpreting employment policies and procedures, separation of employment and related campus department guidelines.
- Creates and updates forms, intranet documents, employee directories, and organization charts as needed.
- Assists with the administration of the risk management program, which includes serving as the Building Emergency Team Member, promoting safe work and procedures, and assisting with OSHA training and compliance.
- Supports HR Manager with periodic records audits to ensure federal, state, and local regulatory compliance.
- Participates in developing department goals, objectives, systems, and annual budget.
- Processes employee separations and completes employee exit meetings.
- Oversees updates and distribution of compliance posters and notifications.
- Assists with updating department forms, guides, training materials, ADP documents, and the ADP company home page.
- Responds to and completes employment verifications.

Knowledge, Skills, and Abilities

- Strong ethical practices and the ability to exhibit a high level of confidentiality due to sensitive nature of position.
- Working knowledge of various employment laws or best practices.
- Ability to work independently and interpret, explain, recommend, or apply a wide variety of policies, procedures, or laws with minimal supervision.
- Demonstrates the capacity to work effectively and efficiently in a diverse University environment that is fast paced at times.
- Ability to effectively present information and respond to inquiries from employees, students and the general public.
- Ability to write business correspondence, reports, procedures, and policy manuals.
- Ability to plan and organize office activities with enthusiasm to support positive employee morale.
- Maintain professionalism at all times while providing positive customer service to students, faculty and staff.
- Excellent oral and written communication skills, interpersonal skills and the ability to analyze problems, facilitate solutions, and promote Associated Students.
- Demonstrated knowledge of Microsoft Office, G Suite, Adobe Acrobat, and ADP.

Work Environment, Hours and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.
- Work hours are Monday through Friday, 8:00 a.m.-5:00 p.m. Evening and weekend work may be required as job duties demand.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.
- Must be able to sit for extended periods of time.

Other Duties

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

Required or Preferred Education and Experience

- A BA/BS degree in a related field and 1 to 3 years of human resource experience.
- Minimum 3 years of experience in administrative support functions.
- General knowledge of various employment laws and practices.
- Skills in database management and record keeping are necessary.

- Experience with an institution of Higher Education or not-for-profit organization highly preferred.

Notes to Applicants

All Associated Students employees must be fully vaccinated against COVID-19 no later than September 30, 2021, unless they are exempt from this requirement because an exemption has been granted based on a medical contraindication or sincerely held religious beliefs. Fully vaccinated means that an individual has received all recommended doses of a COVID-19 vaccine that has received Emergency Use Authorization or full approval from the U.S. Food and Drug Administration (FDA) and that it has been at least two weeks since the final recommended dose.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

Equal Employment Statement

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

Applications

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

Deadline

The position will remain open until May 5, 2022.

Click [here](#) to apply!