POSITION DESCRIPTION

TITLE: Coordinator (Special Projects)

LOCATION: Office of Human Resources

REPORTS TO: Director of Human Resources

GRADE: BOG 10

WORK SCHEDULE: Non standard, 35 hours per week

SUPERVISES: May supervise student help

BASIC FUNCTION: Coordinate the Non Classified and faculty recruitment process as well as special projects; maintain all associated records and prepare associated correspondence. Oversee the processing of monthly, intermittent and other temporary staff and the preparation and maintenance of all records and transactions pertaining thereto. Update and maintain the Human Resources web site. Oversee the annual charitable contributions campaign.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the recruitment process for all Non Classified and faculty positions in accordance with Board of Governors and Affirmative Action policy to include the “Request to Fill” (RF1) process, posting, advertising, preparing applicant files for search committee action, apprising search committee chairpersons and preparing correspondence. Responsible for the maintenance, update and development of the computerized applicant tracking and recruiting system; modify system as necessary, prepare related statistical reports and forward essential applicant information to Affirmative Action. Serve as liaison with software and systems vendor.

Review and process CCRI monthly payroll and honorarium authorizations to ensure completeness of forms including eligibility for employment and appropriate rates of pay.

Maintain the Human Resources Office web site including the employee handbook, on-line forms, personnel policies and procedures, union contracts, publications, position vacancies, news and announcements, employee benefits information, and professional development opportunities.

Publicize and coordinate the annual charitable contribution and savings bond campaigns. Assist with the dissemination of the material concerning and/or related to the above.

Assist with the research and design of an on-line “Manager’s Toolbox.” Implement and
maintain on the web the on-line college procedural manual for staff and supervisors.

Assist with the research and design of an on-line office procedures manual for the Human Resources Department. Implement and maintain on the web.

Provide benefit counseling to new employees regarding fringe benefits, leaves, working conditions; respond to questions and provide follow up when necessary; ensure the completeness and accuracy of all forms.

Advise and counsel employees on matters concerning fringe benefit coverage/changes; assist with the operation of all fringe benefit opening drives; respond to employee questions and concerns regarding coverage and applications.

Provide general advice to employees regarding the College's Workers' Compensation programs; process claims and provide follow-up monitoring.

Process, monitor and remit payment for all temporary help used by the College in accordance with State regulations; act as liaison between temporary agencies and requesting departments.

Process all verifications of employment and requests for unemployment benefits in a timely and accurate manner.

Monitor the department budget; ensure sufficient balances are maintained in all accounts; verify and process all purchase requisitions and maintenance agreements for the Human Resources Department; monitor and maintain office inventory of supplies.

Assist in the on-going review and revision of procedures and record systems regarding the human resources administration functions; make suggestions for the improvement of office procedures.

Prepare and/or design standard and specialized reports using word processing and data base applications.

Process all office travel arrangements.

Respond to questions from employees and the public concerning employment issues that do not require the attention of the Director.

Maintain a strong working relationship with key College offices such as the Business Office, Purchasing, Financial Aid, and Security; maintain a cordial and helpful relationship with all College employees and the public; maintain a strong working relationship with various state offices such as State Personnel, State Controller, and Employee Benefits.

Act as backup for other Human Resources department staff during periods of absence or peak periods.

LICENSES, TOOLS AND EQUIPMENT:

Automated computer systems to include word processing, spreadsheets and data base management; typewriter; calculator; telephone; copying machines; fax machines.
ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor’s Degree in related field required, or Associate’s degree and four years of relevant experience. At least 3 years of experience working in a Human Resources Department required, preferably at an institution of higher education requiring knowledge of employment and recruitment practices. Must have a working knowledge of FrontPage, Word, PowerPoint, Adobe Acrobat, and MS Office. Exceptional interpersonal and communication skills essential. Must be a self-starter and able to work under pressure. Must be able to maintain the strictest confidentiality of information.

CCRI is an Equal Opportunity / Diversity Employer.
Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.
All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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