

University of Houston – Clear Lake

Position Description

Job Title: **Employment Coordinator**

Job Code: **3353**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	Bachelor's degree in Human Resources.
Experience	Two years related experience.	Experience in higher education setting.
License/Certification		PHR

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Performs the activities supporting the recruitment, screening and referral of exempt and non-exempt applicants for the university. Provides guidance to hiring department. Establishes and maintains liaison with external agencies and recruiting sources. Coordinates placement of job advertisements.

Duties and responsibilities	% Time
Oversees the online employment application system. Prepares and posts all online Notices of Vacancy and posts to external sites. Reviews applications and resumes to screen for qualified applicants and refers qualified applicants to hiring departments.	30
Coordinates search paperwork including screening/interviewing documentation; reviews all staff search documentation upon completion of search; closes search files documenting search activity. Reviews recommended hires for staff searches; compares recommended hire rate to current employees to address equity issues. Prepares summary for Executive Director's approval. Makes approved job offers and coordinates counter salary negotiations.	30
Provides guidance to hiring departments concerning hiring practices and interprets policies; answers questions from applicants concerning vacancies, pay, benefits, policies and university community.	30
Coordinates advertising process for external recruiting purposes; writes and edits ads for staff positions; approves ads for faculty and staff. Serves as liaison to external agencies including the Texas Workforce Commission and other recruiting sources; maintains minority recruiting resource list. Attends job/career fairs as needed. Assists Executive Director and HRIS/Compensation Specialist in the preparation and monitoring of affirmative action plan and pay plan. Provides assistance with applicant testing processes and procedures. Oversees applicant testing software issues. Other related duties and special projects as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.