

# University of Houston – Clear Lake

## Position Description

Job Title: **Senior Coordinator, Employment**

Job Code: **3351**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	Bachelor's degree in Human Resources.
Experience	3 years related experience.	Experience in higher education setting.
License/Certification		PHR or SPHR

*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. Maintains oversight for all employment functions for UHCL.**

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. Maintains oversight for all employment functions for UHCL and leads the activities of other employment staff.	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. Trains new users on application system and provides technical support, problem-solving and decision making.	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, but not limited to, the Texas Workforce Commission, PeopleAdmin, Higheredjobs.com, HERC and other recruiting sources; maintains minority recruiting resource list. Attends job/career fairs as needed. Manage contracts as needed.	10
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.*