



Human Resource Coordinator (full-time, 35 hours/week)

The Office of Human Resources

Position 102045

Position Summary: The Human Resource Coordinator is responsible for providing prompt, courteous and accurate information to external and internal University customers. The position is the frontline of the Office of Human Resources. Provides a variety of routine administrative and clerical task to support general human resource functions and team members. Maintains office equipment and supplies. Coordinate services and repairs with technology services and facilities. Assist with new hire onboarding. Coordinate and schedule meeting space for HR staff. Assist with invoice payments. Manage various databases and track incoming paperwork.

Essential Responsibilities Include: Greet and answer general telephone and walk-in inquiries from staff, students, faculty and guests relevant to HR areas. Based on needs/issues or questions, and direct visitors to appropriate HR team member. Ensure external job board outside HR office is updated based on web page postings. As directed by recruitment team, participate in posting positions related to immigration activity. Accurately enter applicant data into PeopleSoft HRIS. Attach applications to correct requisitions. Complete applicant tally sheets. Working with recruiters, ensure all new hire paperwork is completed and employment files are prepared. Set up new hires to complete mandatory training. Submit service facility and technology service tickets for front desk and HR operations as needed. Answer questions on how to complete I-9s. Facilitate I-9 completion. Maintain and organize, neat and efficient front office area. Manage Procurement transactions for Human Resources Department using Cardinal Financial (PeopleSoft software). Manage staff listserv. Inform and educate current and prospective applicants on employment process both on the telephone and in-person. Provide status updates on specific positions as directed by recruiter. Sort, log and distribute incoming correspondence and mail. Liaise with vendors, and work with procurement office to update vendor contract information. Coordinate vendor payments with Accounts Payable. Other duties as related.

Minimum Qualifications: A Bachelors degree with at least two (2) years' administrative experience. At least two (2) years' customer service experience. Basic knowledge or experience in Human Resources strongly preferred.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102045 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Applications close on 5/17/18.

THE CATHOLIC UNIVERSITY OF AMERICA

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