HRIS Coordinator (full-time, 35 hours/week)
Office of Human Resources
Position 101594

Position Summary: The Office of Human Resources (HR) develops and administers a comprehensive, strategic human resources program, including recruitment/hiring, compensation, benefits, labor relations, employee relations, employee and management training and development, HR policy development and implementation, organizational development to ensure that the university attracts, develops, and retains employees with the knowledge, skills, and abilities to contribute to the achievement of the goals of the University. The HRIS Coordinator enters all personnel transactions into the HRIS system, maintaining accuracy and integrity of the data. The HRIS Coordinator prepares HRIS reports, and completes employment verifications for employees.

Essential Responsibilities Include: Enters data in PeopleSoft for all staff, students and temporary employees including new hire, terminations, pay rate changes, promotions, transfers, personal data changes, additional pay, retro pay, and Form I-9 information. Enters all information for Work Study Student Employees and enters information for Research Assistants/Associates. Runs queries in order to accurately audit data, and resolve issues accordingly. Works closely with Payroll, Grants & Contracts, and the Budget Office to meet deadlines and ensure that employees' receive proper compensation. Complete employment verifications, verbal and written, as well as letters of employment. Maintain Form I-9s, ensure that all Form I-9s are completed accurately, ensure that all new hires and students who have not worked in 1 year complete and submit Form I-9, contact department supervisor for students who have not yet submitted a Form I-9, and manage the remote Form I-9 process. Initiate process and follow up to ensure that paperwork is received on time and is accurate. Conducts 1,000 Hour and Temporary Employee Hours Audits. Audits for employees who have not yet provided their permanent U.S. Social Security Number to the Office of Human Resources. Contacts the employees regarding the need, and provides employees with information on the application process when necessary. Maintain Employment folders, update folders when an employee’s name or status changes, and create folders for new employees that are not hired off of a requisition. During the Fall and Spring Job Fairs, the HRIS Coordinator completes Form I-9s for work study students and any prospective student hourly employee who attends the fair and will be working on campus.

Minimum Qualifications: A Bachelor's Degree, and two (2) to four (4) years’ experience in Human Resources. Human Resources office experience is required. Effective communication skills including verbal and written. Ability to be a team player. Knowledge of the Microsoft suite (Word, Excel).

Preferred Qualifications: PeopleSoft experience preferred.

How to apply: forward resume, cover letter, and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101594 in subject line of email. This position will be open until filled.

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