



UNIVERSITY
of ALASKA

Many Traditions One Alaska

Position Job Duties

532025_HR Coordinator-University of Alaska Southeast

50% PERSONNEL and PAYROLL SERVICES:

Provide departmental personnel and payroll services. Coordinate with UAS departments to determine required personnel actions for all employee groups, to include faculty, staff, temporary and student employees. Create, complete, audit, and submit hiring documents, terminations, and changes in employee status. Initiate paperwork and track employee contract letters, terminations.

Verify and audit various HR-related data and information using the HR information system.

Respond to department leadership requests for HR information.

Assist UAS Departments with payroll for accuracy and compliance. Assess, problem solve, manage, and coordinate payroll issues, including compensation error, bonus pays, and leave issues.

50% RECRUITMENT:

Participate in all departmental recruitment processes; review and maintain required documentation.

Assist departments in recruitment processes, procedures, and policy requirements for all employee groups.

Advise hiring authorities on recruitment activities to include assuring legal hiring and selection practices are adhered to.

Manage technical aspects and issues that arise.