



## Job: HR Project Specialist

<b>Date of Issue</b>	Revised June 2025; July 2024	<b>CBU</b>	Non-Represented
<b>Position No.</b>	00024867	<b>Job Family</b>	08
<b>Department</b>	SOHR	<b>FLSA</b>	Exempt
<b>Campus</b>	University Services	<b>Wage Grade</b>	03

### Primary Purpose of Position

The HR Project Specialist is primarily responsible for leading and implementing a wide range of administrative, operational, and project-based activities. This includes coordination and oversight of issues related to all aspects of the University of Maine at Farmington (UMF) employee support, as well as a full range of operational, logistical, and project management duties, relevant meetings, report writing, and internal and external communications. The position has considerable responsibility for complex non-routine tasks in which independent judgment, initiative, and confidentiality are critical. Knowledge of technology, logistics, communication, and the ability to assume responsibilities for important projects make this position a significant contributor to the Human Resources (HR) team. Strong organizational and interpersonal skills are essential. This position serves as the point of contact for many constituencies.

### Essential Duties

- Provides day-to-day coordination of all search functions for UMF positions.
- Maintains recruiting software functions to include job posting, offer letters, and hiring stages.
- Maintains new employee onboarding process.
- Submits payroll changes as requested.
- Utilizes social media for employee recruitment.
- Participates in a wide range of activities including coordination and oversight of projects and operational issues to achieve the goals and objectives of UMF HR. Provides project management (administrative and special projects).
- Assists UMF HR leader to promote and drive organizational change, preparing for and at times managing various activities and events.
- Prepares reports and analyses setting forth progress, recommendations, and conclusions.
- Acts as the primary internal and external first point of contact for the leader. In this role, exercises independent judgment, confidentiality, and discretion.
- Identifies important issues and areas of concern, including operational and HR management issues, ensuring that various perspectives are included within the analysis. Identifies administrative obstacles and recommends solutions and alternatives. Assesses progress in goals/priorities and takes the appropriate steps to influence outcomes. Keeps the leader updated on project status and developments.
- Utilizes databases and the Human Resources Management System to maintain employment records.



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- Orders supplies, receives, and maintains electronic financial records for office and search expenses.
- Reconciles Purchasing Card and Concur transactions for office.
- Maintains Personnel filing system.
- Assists the leader in managing outreach between Human Resources and internal and external constituents; assures there is ongoing communication with relevant stakeholders including attending and facilitating periodic meetings as appropriate and determined by the leader.
- Responsible for coordinating, managing, and maintaining administrative support for the leader, including overseeing the leader's schedule, and pre- and post-meeting preparation and follow-up as requested.
- Interprets policies, procedures, and guidelines to provide support and direction to internal / external parties.
- Provides instruction/orientation/training of new staff members on an ongoing, as-needed basis.
- Participates in professional development activities related to Human Resources and the position and may serve on campus committees and national professional organizations as deemed appropriate.
- Performs other duties as may be assigned by the supervisor.

### **Nonessential Duties**

None.

### **Supervisory Responsibilities**

Supervise student interns and student employees when appropriate.

### **Reporting Relationship**

Reports to the University of Maine at Farmington Director of Human Resources.

### **Knowledge, Skills, and Qualifications**

#### **Required:**

- Bachelor's degree or the equivalent combination of education and relevant work experience.
- 3+ years of work experience within an office setting.
- Ability to problem-solve and identify both opportunities and potential challenges/roadblocks. Ability to take initiative and identify, propose, and organize systems to enhance services and management.
- Ability and willingness to work with frequent interruptions and manage multiple projects and competing priorities with attention to detail and accuracy.
- Ability to keep up to date on key policies and procedures that affect areas of service, build alliances, and utilize contacts to build and strengthen internal support bases.



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- Understanding of and experience in providing senior-level management and leadership support with a strong orientation to customer service and professionalism.

**Preferred:**

- Project Management experience.
- Experience working in HR and/or higher education.

**Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.**

**Signatures**

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_