



UNIVERSITY *of* ALASKA

Many Traditions One Alaska

Position Job Duties

532772_Human Resources Coordinator

•55% Perform Human Resources related actions to support recruitment, hiring, and ongoing employment actions and processes for all employment classes. Complete forms to initiate compensation and personnel actions for all employment classes per HR, BOR, and CBA policies and procedures. Issue appointment letters and ensure compliance with CBAs. Serve as the point of contact between schools, departments, and centers and University of Alaska Human Resources. Research issues related to employee assignments and advise customers on possible solutions. Answer questions about HR processes. Attend meetings as requested by leadership to discuss personnel and HR actions. Attend regular HR systems office trainings and information sessions to stay current in university policies and procedures.

•40% Complete data entry of position descriptions for new positions and revised positions. Provide examples of job classification families, position descriptions, job postings, and screening documents. Serve on staff search committees as requested. Act as a point of contact between search committees, the college, department, unit and HR regarding recruitment procedures and required approvals. Create and maintain recruitments from approved position descriptions and serve as the point of contact for status updates of applicants and candidates. Ensure timely completion of HR onboarding processes including background check initiation, new hire paperwork completion, appointment letters, and job forms for all employee classes. Support H1B visa processes in coordination with HR. Set up Glacier accounts for international hires to gather foreign national tax information. Register new benefitted employees for HR Benefits Orientation. Initiate relocation allowance form for new hires. Provide instructions to employees regarding timesheet completion and submission deadlines, how to access email, direct deposit set-up, etc.

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•5% Monitor timesheet processing. Maintain timesheet approvers and supervisors in Banner. Provide time entry and time approval instructions to employees and approvers. Remind employees and approvers of upcoming deadlines. Assist employees with late and revised timesheets.