**Position Title:** HR Coordinator-People Experiences

**Department:** Human Resources

**Primary Location:** DeLand, FL

**Position Type:** Full Time, Exempt

**Pay Grade:** 06

**Position Number:**

**Position Summary:** The Human Resources Coordinator, People Experiences supports Stetson University by assisting and championing the employment experience of our students, faculty, and staff. Serving as a member of Human Resources Team, the Human Resources Coordinator will manage aspects of the employee life cycle. Responsibilities include overseeing the student employment program, onboarding, professional development, events, and employment operations including data entry, employment tracking, and processing pay changes for employees.

**Essential Job Functions and Responsibilities:** Employment duties will include, but not be limited to:

* Revisioning and implementing employee onboarding and offboarding experiences
* Creating and managing an employee engagement program which enhances Stetson’s vibrant employee community
* Provide welcoming environment for colleagues and visitors to the HR office.
* Aiding and facilitating the processes of the HR department
* In collaboration with the HRIS specialist, analyzing employee retention data and strategizing new initiatives
* Using technical expertise and creativity to streamline and effectively communicate employment processes, including student employment
* Assisting in the coordination of performance management
* Providing consulting service to supervisors and employees regarding employee relations issues
* Performing routine employee file audits and maintaining employment data
* Cross-training with Employment Specialist to provide an exceptional employee experience

**Required Knowledge, Skills, and Abilities:** The knowledge, skills, and abilities for this role include:

* Skilled in project management
* Superb level of patience and customer service
* Desire and ability to actively contribute to a diverse, inclusive, and values-based community
* Highly developed interpersonal and communication skills
* Ability to exercise sound judgement, discretion, and tact in this highly confidential position
* Ability to work independently in a fast-paced deadline driven environment where detail and accuracy is essential
* Proficient knowledge of Microsoft applications (Word, Outlook, Excel, etc.)
* Ability to learn and then teach new technologies and systems
* Knowledge of Human Resources related policies
* Ability to establish and maintain working relationships with other department staff, faculty, students, and the public

**Required Qualifications:** This position requires:

* Bachelor’s degree
* One year of customer service experience
* Three years of human resources experience
* Or have a combination of degree, human resources experience and office experience

**Ideal Candidate Qualifications:** The ideal candidate’s qualifications for this role include:

* Ellucian/Banner knowledge
* Experience in Human Resources in a higher education setting
* Enhanced conflict resolution skills
* Fluency in web-based recruiting tools, social media platforms, and applicant tracking systems along
* Ability to communicate in Spanish
* Experience in contributing proactively to a high-functioning team
* Desire to grow as a Human Resources Professional

**Work Environment:** Work is primarily performed in an office environment. Opportunities for limited Flexible Work Arrangements (FWA) possible, however some in-office work is necessary.

**Reports to:** This position reports to theAssociate Director for People Operations and Development

*This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.*