



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000

800-825-1926

mercyhurst.edu

Human Resources Coordinator

Location: Erie

Department: Human Resources

Reports To: Director of Human Resources

Full/Part Time: full-time

Closes: open until filled

FLSA: Non-Exempt

POSITION SUMMARY

Assists in all aspects of Human Resources operations including search, hiring, on-boarding, and off-boarding processes; clearances management and tracking; worker's compensation; and other general and specific HR tasks as required.

DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage onboarding process including new hire paperwork, returning student paperwork, clearances, and appointment letters.
- Manages I-9 compliance, including the E-Verify process.
- Review PRFs and PAFs for completeness and accuracy.
- Assess current and new positions for necessity of clearances and ensure all clearance-required personnel have been provided appropriate training information and have maintained required clearances.
- Assist in exit process (termination of access, end-dating pay, etc.)
- Maintain data as required by federal, state, and local regulatory agencies, including OSHA, Worker's Compensation, EEOC, etc.
- Manage the Human Resources Office work-study students, including setting and approving hours, assigning tasks, and taking job action when required.
- Update employee and student records and enter pay information (stipends, salary changes,

etc.) in university payroll system.

- Review payroll and assist with problem resolution.
- Maintenance of personnel files, paper and Laserfiche.
- Provide support for department phone and in person questions, monitor the shared HR email. Assist employees, students, and visitors with various inquiries. Complete employment verifications.
- Assist with various scheduled and ad hoc reports (i.e., EEO reports) that involve updating Colleague records and/or position set-up.
- Update HR student employment HUB with various announcements and postings
- Assist with various functions/events to promote community/employee involvement.
- Participation in HR or University-wide committee work.
- Other duties and tasks as assigned by the Director of Human Resources.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Proficient working knowledge of Microsoft Office products, including Word, Excel, and Access.
- Knowledge of Ellucian/Colleague systems is preferred.
- Prior Human Resource experience strongly preferred.
- Attention to detail and confidentiality a must.
- Must be able to work under pressure with multiple deadlines in a professional and pleasant manner.
- Must be able to work well with a diverse population and be able to work independently with minimal direction.
- Preferred SHRM Certified Professional (SHRM-CP).

SKILLS AND ABILITIES

- Attention to detail and confidentiality a must.
- Must be able to work under pressure with multiple deadlines in a professional and pleasant manner.
- Must be able to work well with a diverse population and be able to work independently with minimal direction.
- Workdays are Monday through Friday, 8:30 a.m. to 4:30 p.m. Occasional evening and weekend work may be required as job duties demand.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This job operates in a professional office environment. This role routinely uses standard office equipment.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- LIFTING: Rarely
- DRIVING: Rarely
- PUSH/PULL: Rarely
- DATA ENTRY: Frequent
- CLIMBING: Rarely
- OVERNIGHT TRAVEL: Rarely

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until the date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual’s legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States