



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE: Coordinator
LOCATION: Office of Human Resources
REPORTS TO: Director of Human Resources
GRADE: BOG 10
WORK SCHEDULE: 35 hours per week; Monday through Friday

BASIC FUNCTION:

Coordinate and perform a variety of duties in the Office of Human Resources related to the HR Information System (HRIS). Works under general supervision with wide latitude in addressing both day-to-day and troubleshooting situations. May supervise the work of individuals assigned to assist. Assist the staff of the Office of Human Resources with the planning and implementation of day-to-day operations for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee the HR data collection for the HR Information system (HRIS).
- Enter, monitor and control data for the maintenance of the HRIS and ensure accuracy and completeness of all data for the bi-weekly employees, adjunct faculty, non-employees (interns and volunteers).
- Process the HR Exception Report on a biweekly basis.
- Coordinate and oversee the third party funded process with appropriate supervisors that continued funding is available for third party funded employees.
- Coordinate and oversee the reappointment process for grant employees. Contact Institutional Advancement and secure Letters of Intent and mutually signed Cooperative Agreements, Amendments, etc. for grant employees. Produce and mail Reappointment or End of Appointment Letters to employees and supervisors.
- E-blast policies as well as important information and place announcements in the CRIER.
- Assist and train users in HRIS operational procedures.
- Implement and monitor the HRIS security access for employees who need inquiry or updating access
- Utilize resources from within the HR Department, the IT Department, the Payroll Department and appropriate State agencies to create and run queries to generate lists, files, documents, reports and labels as scheduled or requested by appropriate personnel.
- Verify employee benefits transactions against the State's Master File; resolve discrepancies; follow up to verify that corrections have been made.
- Prioritize work so that all required deadlines are met and the efficient operation of the department is consistently maintained.
- Maintain cordial working relationships with various College departments to ensure the proper processing, delivery and/or receipt of information.
- Ensure the confidentiality of all office transactions, files and reports.

Knight Campus

- Assist with the planning, scheduling and conduct of large scale department activities such as training, on boarding sessions, orientation sessions, benefits open enrollment drives, award ceremonies, Professional Development Day, etc.
- Establish and maintain an office environment conducive and sensitive to the varying needs of employees, College and other agency officials and the general public.
- Other related duties as requested.

LICENSES, TOOLS AND EQUIPMENT:

Automated computer systems to include word processing, spreadsheets and data base management; calculator; telephone; copying machines; fax machines.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Bachelor's Degree in related field preferred. Associate's degree required.
- At least 3 years of experience working in a Human Resources Department required, preferably at an institution of higher education requiring knowledge of employment and recruitment practices.
- Must have a working knowledge of HRIS (preferably Banner), reporting software (preferable Discoverer or Argos), and MS Office.
- Exceptional interpersonal and communication skills essential.
- Must be a self-starter and able to work under pressure.
- Must be able to maintain the strictest confidentiality of information.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor