



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Human Resources
POSITION NO.	502840
LOCATION	Warwick
REPORTS TO	Associate Director Human Resources
GRADE	BOE 10
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISES	N/A
REVISION DATE	September 2016

JOB SUMMARY:

The Human Resources Coordinator is an integral part of CCRI's Human Resources team. The HR Coordinator provides wide ranging, comprehensive support to the employees of CCRI by providing expert and confidential HR services, resources, information, and advice. The Coordinator will assist the HR staff with all aspects of Human Resources administration, including supporting the hiring, on-boarding, and personnel maintenance related to all classified and non-classified staff and faculty at the college.

Reporting to the Associate Director, HR Operations, this important team-member administers the human resources functions related to all aspects of the employment relationship, including policy and contract adherence and interpretation, pay and benefits administration, and assisting with planning and implementing all day-to-day operations for the Human Resources department.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college as well as an inclusive, collaborative, and positive employee culture.
- Work proactively and collaboratively with others throughout the CCRI to provide quality customer service and information to a diverse, dynamic and inclusive community.

Collaboration/Customer Service:

- Possess and utilize excellent verbal, interpersonal, communication, customer-service, and relationship-building skills. Partner with and support academic, administrative and operational departments for hiring managers, supervisors, employees of the college.
- Build and maintain productive working relationships with both academic and administrative college leadership, as well as with State colleagues outside of CCRI to process and deliver a full array of human resource services for both classified and non-classified staff. Collaborate with HR team members to resolve matters regarding, policy, compensation and benefits with an eye toward building and equitable and inclusive workplace.
- Perform a key role as a cross-department and cross-institution team-player, developing effective working relationships to promote and support all aspects of the Office of Institutional Equity & Human Resources daily operations and initiatives.
- Serve as a primary point of contact to answer staff questions related to contracts, pay and benefits for classified and non-classified employees.

Technical Expertise:

- Accurately initiate and manage all personnel actions related to union and non-union staff and faculty, including, but not limited to, hires, terminations, leaves, promotions, and changes to demographic and salary data. Initiate actions and correspond with staff regarding all personnel matters including changes to employee status, adjustments to wages, managing leave requests and alternative work arrangements.
- Accurately execute complex State and College policy contract adherence and manage and process confidential State-mandated forms utilizing current administrative software including both vendor purchased and State HRIS systems and mass e-mail communications.
- Expertly utilize technology enterprise software systems and tools to generate and analyze HR data statistical, payroll and demographic reports; monitor and maintain databases and organizational charts. Assistant with

creating HR reports for multiple users from the Banner database using College reporting tools.

Hiring and On-boarding:

- Working collaboratively with stakeholders throughout the institution, participate in and update new staff on-boarding programs and processes creating a positive and informative experience for new hires.
- Provide benefit information and counseling to new staff and faculty members regarding state fringe benefits, leaves, working conditions; respond to questions and provide confidential follow up when necessary; ensure the completeness and accuracy of all State, Federal and CCRI employment materials/forms.
- Assist with the operation of all fringe benefit efforts and changes; respond to employee's questions and changes regarding benefit coverage and eligibility in a timely and accurate manner.

Departmental Support:

- Participate on various ad hoc project teams and HR activities related to current policies and programs.
- Act as backup team member for other Human Resources and Institutional Equity staff during periods of absence or peak periods.
- Participate in the training and supervision of part-time and temporary help staff as required.
- Perform other related duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree and at least two (2) years of related professional experience **OR** Associate's degree with at least four (4) years of professional experience required.
- Two (2) years of professional experience working in a human resources office, or in a role with relevant experience in human resource functions, required.
- Demonstrated hands-on experience working with a complex Human Resources Information System and/or other Enterprise Resource Systems such as Banner, PeopleSoft or related systems required.
- Ability to communicate professionally, clearly and effectively

PREFERRED QUALIFICATIONS:

- Ability to manage multiple projects simultaneously and continually assess and prioritize workload as circumstances dictate.
- Demonstrated ability to pay close attention to detail and deploy excellent organizational and time management skills.
- Demonstrated ability to possess high standards of ethics and confidentiality.
- Demonstrated ability to accurately and efficiently handle a large volume of time sensitive transactions.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.