

## Human Resources Coordinator

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**Department:** Human Resources  
**FLSA Status:** Non-Exempt  
**Work Schedule:** Monday - Friday

**Job Status:** Full Time  
**Reports To:** Vice President of Administrative Services & HR  
**Travel Required:** Minimal

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Mission Fulfillment

This position advances MCC's mission by cultivating a high-quality, supportive, and inclusive work environment that promotes student success and operational excellence. Through recruiting and retaining skilled and diverse faculty and staff, ensuring equitable access to professional development, and maintaining effective and inclusive HR practices, this role strengthens the College's workforce capacity to serve students and the community. The HR Coordinator supports MCC's commitment to institutional excellence, community engagement, and diversity by overseeing essential human resource functions and fostering a positive, inclusive culture for all employees. This work directly aligns with MCC's mission to promote equitable access, lifelong learning, and strong community partnerships

#### Position Summary

The HR Coordinator is responsible for overseeing various administrative tasks and processes. This role administers employee health benefits plans and acts as liaison between employees and insurance providers. This position resolves benefits-related problems and ensures effective use of plans and positive employee relations. The HR Coordinator ensures plans are administered in accordance with federal and state regulations and plan provisions are followed. This role provides administrative support to the human resource function as needed, including record-keeping, file maintenance, reports, plan and organize official events, schedule interviews, and process payroll.

#### Essential Functions Statement(s)

- Perform routine tasks required to administer and execute human resource programs including but not limited to forms and reports, personnel record keeping, contracts, compensation, benefits, and leave; disputes and investigations; performance and talent management; productivity, recognition, and morale; and training and development.
- Facilitate search processes including but not limited to employee requisitions, advertising job positions, recruitment, forming search committees, processing applications, background checks, and providing guidance through the duration of the search activities.
- Provide advice to management regarding adherence to applicable federal, state and local laws and regulations as well as policies and procedures and collective bargaining agreements; identifies innovative solutions and options to address human resource management issues.
- Assist in the planning, development, and modification of human resources programs to better serve the college.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law to better serve the college.
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Interpret, assist and inform employees and managers regarding leave management, benefit administration, performance appraisal process and HR procedures and policies within the specified guidelines.
- Implement and conduct employee onboarding program such as introducing personnel, employment forms, benefits, payroll, assisting in completing of enrollment forms.

- Process all documents and employee information in the HRIS system in a timely fashion by keeping employee records up-to-date.
- Ensure accurate information for current and new employees is reflected in payroll database, verifying, and providing inputs regarding data and pay changes.
- Monitor hours worked by employees, student employees and adjunct faculty to track eligibility of benefits according to college, state and federal guidelines.
- Maintain confidentiality concerning employee relations, personnel actions, legal actions, Title IX, termination and non-renewal documents, and organizational plans.
- Process regular and supplemental monthly payroll for all employee groups; perform complex payroll calculations; verify information from relevant forms; audits, correct and balance payroll and variety of reports.
- Process benefit paperwork (e.g. insurance enrollment applications, cobra notifications, retirement forms, etc.).
- Manages workers compensation claims and accident reports; processes year-end reporting.
- Prepare payroll reports such as benefits, and state and federal reports.
- Record financial transactions, maintain accounting records and prepare reconciliations.
- Perform or review specialized calculations related to posting and accounting functions.
- Assist in the preparation of budgets and financial statements by compiling information from financial records.
- Prepare and disseminate educational, development and training materials.
- Provide support for employee recognition, satisfaction, morale, and incentive programs and events.
- Provide overall assistance and research support to HR and Finance teams on benefit policies, programs, and procedures.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment - Assesses annual performance and works closely with the institutional research and enrollment management team.

**SKILLS & ABILITIES**

**Education:** Associates Degree required in human resources management, business management, accounting, finance or related field; Bachelor's Degree preferred.

**Experience:** Demonstrated knowledge of principles, methods and practices related to payroll activities. Proven multi-tasking, problem-solving, and organizational skills which include the ability to exercise initiative and independent judgment. Must possess effective oral and written communication skills. Proven efficiency in current office computer software and equipment. Ability to maintain high degree of confidentiality.

**REVIEWED BY (SUPERVISOR SIGNATURE)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED BY (EMPLOYEE SIGNATURE)** \_\_\_\_\_ **DATE** \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.