

NOTICE OF VACANCY

Position Title: Human Resources Coordinator

SALARY: \$40,000 annually

REPORTS TO: Chief Human Resources Officer (CHRO)

BENEFITS: Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans; paid annual and sick leave.

POSITION DETAILS: Full-time; FLSA Nonexempt

HOURS: Monday-Friday; 8:00 AM to 5:00 PM; Flexibility outside of normal work hours may be required (if needed)

START DATE: As soon as possible

SUPERVISORY DUTIES: None

POSITION SUMMARY: The Human Resources Coordinator provides administrative and operational support for day-to-day human resources functions, including records maintenance, HRIS data entry, HR systems maintenance, employee transactions, and front-line customer service. This position ensures accurate processing of personnel actions and consistent application of established HR procedures while serving as a primary point of contact for routine HR inquiries from faculty, staff, and students. Responsible for providing administrative support to the Chief Human Resources Officer (CHRO).

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide administrative and operational support for day-to-day functions of the Human Resources Office, with direct support to the Chief Human Resources Officer (CHRO).
- Process employee status changes (hires, terminations, transfers, pay changes, position changes)
- Enter, update, and maintain employee records in the Ellucian Colleague HRIS and ensure electronic personnel files comply with records retention requirements.
- Provides recruitment and onboarding support.
- Assist with filing, scanning, and electronic document management.
- Assist in the development, review, and maintenance of job descriptions.
- Utilize AI-enabled tools for HR analytics, reporting, and workflow efficiencies to support HR decision-making.
- Assist in onboarding and employment eligibility processes, including E-Verify and background checks
- Coordinate and support new employee orientation and onboarding sessions
- Generate routine and ad hoc HR and compliance reports
- Provide employees with general information regarding benefits, leave, and HR policies and procedures
- Respond to employee inquiries, concerns, and requests in a timely, professional and confidential manner

- Assist with processing leave requests and supporting documentation
- Assist with institutional, state, and federal compliance reporting (e.g., UDS, IPEDS, and other required reports)
- Track HR metrics to support reporting, analysis, and compliance
- Administer and track new hire and annual training and professional development using Vector Solutions
- Serve as the front-line point of contact for HR office inquiries (in person, phone, and email)
- Draft routine correspondence, forms, reports and communications
- Maintain HR calendars and shared inboxes
- Ensure completion, accuracy, and retention of required employment documentation
- Assist with audits, data requests, and special projects
- Support maintenance of policy acknowledgements and certifications
- Support additional HR functions such as exit interviews, monthly reporting, and Regents updates
- Order supplies, maintain inventory for the office, and assist with budget tracking as assigned
- Support departmental projects and initiatives
- Perform other related duties as assigned

SKILLS & ABILITIES:

- Ability to keep HR information confidential at all times
- Excellent oral and written communication skills
- Proficient with Microsoft Office Suite or related software
- Strong interpersonal and decision-making
- Excellent customer service and time management skills; ability to meet deadlines
- Ability to prioritize tasks, remain organized, and possess a solid work ethic
- Strong multi-tasking skills; detail-oriented
- Comfortable working with digital tools and platforms, with a willingness to learn emerging technologies relevant to HR and AI in HR

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Associate's degree in human resources, business administration, or related field; or equivalent combination of education and experience.
- 1 to 3 years of prior office administration/administrative assistant or human resources-related experience.

PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Bachelor's degree in human resources, business, or related field
- Experience in higher education
- Ellucian Colleague experience

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Specific vision abilities required by this job include close vision.
- Prolonged periods of sitting at a desk and working on a computer.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually low to moderate.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). When completing the USAO application, please attach a letter of interest, a detailed resume, three (3) professional/academic references, and any necessary transcripts.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience. To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.