

# UNIVERSITY OF DALLAS

Job Number: 0054UD

**Human Resources Coordinator**

Date Posted: June 16, 2022

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## WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

## JOB DESCRIPTION

UD is currently seeking a Human Resources Coordinator to provide office administration and employee life cycle activities. This individual will manage student employment. The HR Coordinator will also work with the HR functional areas to provide support.

## PRIMARY RESPONSIBILITIES

- Generate, collect, and process all new hire paperwork for employees (Staff, Faculty, Students) and verify employment documentation (e.g., I-9).
- Enter employee data into Banner as events occur in the employee life cycle.
- Work with Payroll Office to ensure timely and accurate entering of data.
- Manage student employment for the University.
- Deliver annual work-study Job Fair at the beginning of each academic year in the fall.
- Maintain file room, including employee and student employment records and files.
- Work with the HR functional areas providing support when needed.
- Update online employee directory for the University, as needed.
- Welcome visitors, determine the nature of business, and direct them to an appropriate staff member.
- Answer HR mainline calls and respond to generic department email inquiries.

## MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited university in a field relevant to the position.
- One to two years of experience in Human Resources, preferably in higher education.

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness

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center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**