



# UNIVERSITY OF DALLAS

Human Resources Coordinator

Job Number: 6253UD

**Human Resources**

**Date Posted: January 03, 2019**

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## WHO WE ARE

The University of Dallas is a private university that leads in academics and has been 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 top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We 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 who provides office administration and employee life cycle activities. Ensures data integrity and proper coding in system. Works with the HR functional managers providing support.

## PRIMARY RESPONSIBILITIES

- Generate, collect, and process all new hire paperwork for employees (Staff, Faculty, Students) and verifies employment documentation (e.g. I-9).
- Enter employee data into Banner as events occur in the employee life cycle (new hire and termination).
- Verifies student employment eligibility.
- Work with Payroll Office to ensure timely and accurate entering of data.
- Maintains file room, including employee and student employment records and files.
- Work with the HR functional leads providing support when needed.
- Work with the Office of Personal Career Development on annual work study Job Fair at the onset or beginning of each academic year in the fall.
- Update online employee directory for the University, as needed.
- Welcome visitors, determine nature of business, and direct to appropriate staff member.
- Answers multiline HR calls and responds to generic department email inquiries.

## MINIMUM REQUIREMENTS

- Bachelor's degree required
- 1 – 2 years of experience in Human Resources
- Experience in higher education preferred



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## **ADDITIONAL INFORMATION**

- The work is generally performed on-site within an office environment, with standard office equipment available. The noise level in the work environment is usually low to moderate.

## **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 center; competitive leave programs; free tuition 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 is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.**