



# UNIVERSITY OF DALLAS

Human Resources Coordinator

Job Number: 4049UD

**Human Resources**

**Date Posted: August 29 2017**

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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 will be responsible for providing support for the input of employee data into Banner and various benefit systems ensuring data integrity and proper coding. This individual will have the opportunity to run standardized reports according to department needs and schedules, and facilitate aspects as needed of the employment authorization process for students in the College Work Study program, as well as the University's work opportunity program.

## PRIMARY RESPONSIBILITIES

- Generate, collect, and process all new hire paperwork for staff and faculty employees and college student workers.
- Collect and enter employee data into Banner as events occur in the employee life cycle (new hire, promotion, merit increases, termination etc.).
- Work with HR Analyst to verify student employment eligibility for financial aid and work opportunity awards.
- Work with Payroll Office to ensure timely and accurate processing of payroll following up on questions and/or issues related to hours entered for employees and student workers.
- Work with the HR functional leads providing support such as annual benefit enrollment, training schedules and reservations.
- Post all open positions on the HR webpage, and the university bulletin board, and on recruitment job boards.
- Coordinate annual Student Worker Appreciation Week and associated activities.
- Handle incoming visitors to the HR department, referring them to appropriate staff.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.



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## 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.
- Proficiency in MS Office applications (e.g., Word, Excel).
- Experience and aptitude working with data management systems, such as Access or Banner.

## 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.**