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|--------------------------------|--------------------------------|-----------------------|-------------|
| <b>JOB DESCRIPTION:</b>        | HR Administrative Coordinator  |                       |             |
| <b>DEPARTMENT:</b>             | Human Resources                |                       |             |
| <b>REPORT TO:</b>              | Benefits Manager               |                       |             |
| <b>EEO CLASSIFICATION:</b>     | Administrative Support Workers | <b>FLSA STATUS:</b>   | Exempt      |
| <b>CUPA HR CLASSIFICATION:</b> | 500000                         | <b>DATE APPROVED:</b> | 22-OCT-2021 |
|                                |                                | <b>DATE MODIFIED:</b> | 17-MAR-2025 |

**SUMMARY:** Supports the overall administrative function of the Human Resources Department.

**DUTIES:**

1. Provides comprehensive clerical support to department including but not limited to correspondence, filing, phones, and anything related to the clerical needs of the department.
2. Responsible for data entry of student worker positions and files as well as basic employee information, including but not limited to HRIS, reports, statistics, etc.
3. Manages in coordination with the Benefits Manager and the HR Director the maintenance and data entry of key reports for the department. Supports the worker's compensation process.
4. Processes all travel expenses and/or interview expenses for candidates and new hires within University and departmental guidelines. Processes the Educational Assistance Program - Tuition Waivers.
5. Manages department budget in coordination with the HR Director.
6. Responsible for file maintenance in department including filing and/or electronic filing, organizing, pulling for audits, etc.
7. Coordinates meetings as needed or assigned including arranging for space, receiving RSVPs and ordering needed supplies and setting up and tearing down from meetings.
8. Assists employees and supervisors with basic interpretation of HR policies and procedures.
9. Follows up as needed with employees and supervisors regarding a wide variety of HR issues to ensure documentation and information is accurate and up to date.
10. Assist with the administrative hiring process of selected candidates.
11. Assists with logistics of departmental trainings and projects.
12. Responds to reference checks, verifications of employment, and unemployment claims.
13. Performs other duties as assigned.

**REQUIREMENTS:**

1. **Education /Background:** High school plus 2 years of experience in office setting required (HR experience preferred). Associates degree preferred. Must demonstrate ability to work with Microsoft Office (Word, excel, outlook). Bilingual (Spanish) preferred.
2. **Job Knowledge:** Working knowledge of basic HR law and functions; highly organized and able to work on multiple projects simultaneously. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
1. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on

circumstances.

**3. Other requirements:**

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)