**Human Resources Coordinator**

Shorter University is seeking a Human Resources Coordinator which will be responsible for performing a variety of functions in the resource management practice, be it resource related or administrative. He/She is responsible for coordinating functions such as recruiting, maintaining employee records, etc. He/she works under the supervision of the Human Resources Director. He/she must possess a wide range of skills and carry out his/her work in a professional manner.

**Job duties include:**

**Recruitment:**
- Handle recruitment/on-boarding processes including creating online applications and advertising positions
- Recruiting research, sourcing support as needed, assistance with internal and external job postings
- Notify all applicants of any supplemental materials received in HR
- Confirm receipt of online application
- Forward all materials to the appropriate hiring manager if online application has been completed

**Hiring:**
- Update Employee Consent Form as needed
- Initiate background screenings
- Assess screenings and contact hiring supervisor of results
- Contact new hires to provide IT form and HR paperwork/instructions for scheduling New Hire meeting
- Maintain updated forms and HR packets for adjunct, part-time employees, and student workers
- Supports and serves as back-up for New Hire orientation for part-time employees and must be prepared to provide New Hire meeting to full-time employees. Provides staff handbook and explanation of leave policies to all new full-time staff. Provides ADP registration information to all new employees and student workers.
- Maintain a New Hire/Termination list for Development, Shorter website, Shorter organizational chart and auditing purposes

**Worker’s Compensation:**
- Provide a Shorter University Accident Policy to all new part-time and adjunct employees, as well as verbal explanation of policy, along with Post Accident Drug Screening policy and panel of physicians
- Maintain a current Accident Report on the ADP portal
- Maintain current working knowledge of OSHA safety and reporting requirements
- Develop and maintain a Georgia State Board of Worker’s Compensation-approved Panel of Physicians for each campus and post in areas where all employees will see it
- Accept Accident Reports from employees upon knowledge of work-related injuries
- Provide First Report of injuries to worker’s compensation insurance provider
- Provide WC insurance provider information to physician or pharmacy, as necessary
- Log all injuries in OSHA Form 300 Log, maintaining records of lost time from work
- Complete and submit Annual Survey of Occupational Injuries and Illnesses to the Bureau of Labor Statistics and post the summary of report for the required length of time

**Miscellaneous Duties:**
- All other duties as assigned

**Qualifications:** Requires an excellent command of oral and written communication skills and extensive computer skills in MS Office, including Word and Excel. Bachelor’s degree preferred. HR and ADP experience a plus.

Apply today at the following link:

[https://home.eease.adp.com/recruit/?id=9145471](https://home.eease.adp.com/recruit/?id=9145471)

Shorter University is a Christ-centered University affiliated with the Georgia Baptist Convention and requires employees to be committed Christians.

*Transforming Lives through Christ*