

California State University, Fresno Foundation

HUMAN RESOURCES COORDINATOR – AUXILIARY HUMAN RESOURCES & PAYROLL

JOB ANNOUNCEMENT #24-664

POSITION SUMMARY:	<p>Full-time, benefited position for Foundation Financial Services of California State University, Fresno Foundation. Under the direction of the Human Resources and Payroll Manager, this position performs a wide variety of professional human resources services which includes day-to-day administrative tasks, provides customer service to employees and campus community regarding human resources process, and review and processing of forms.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Typical responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Provide customer service to a diverse population including Fresno State students, Faculty/Staff and non-Fresno State employees. • Process the pre-employment process for all Dining Services new hires, including coordinating and processing background checks, drug screen authorizations, and live scan appointments. Monitors each of these items for completion and works with the hiring manager to coordinate anticipated on-boarding. • Assemble new hire and orientation materials, schedule and conduct orientations for non-benefited new hires. • Coordinate Food-Handler Card training for Dining Services employees. • Develop standard and ad hoc reports, templates, etc.; troubleshoot data and reports when needed. Prepare labor and benefit reports on a semi-monthly and monthly basis. • Assist in rollout and implementation of human resources programs and processes. • Process high volume of data entry including entering new hires, rehires, and employee transaction changes in the HRIS database. • Provide support and assistance related to recruitments when needed. • Issue parking permit authorizations. • Create and distribute new hire packets for part time and student employees and various HRIS reports. • Prepare payment authorizations for payment of invoices. • Review, process, and track Independent Contractor forms. • Review and process Cell Phone Stipend Agreement forms. • Order office supplies for the department. • Performs general administrative support functions such as customer service, record-keeping, file maintenance. • Facilitates teamwork and team spirit among co-workers within department. • Prepare written communications and maintain accurate records and documentation, including power point presentations, excel spreadsheets, word documents (flyers, memos, letters, etc.) • Presents informational training sessions to various stakeholders. • Assist with payroll functions, when necessary, which may include communicating with employees/Project Directors regarding discrepancies, verifying forms, alphabetizing and check stuffing. • Good attendance and observance of working hours, required to perform work in Auxiliary Services offices and campus. • Special projects or other duties as assigned.
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High School diploma or equivalent. • One (1) year of experience in the field of Human Resources.

COMPENSATION:	\$21.63 per hour (\$45,000 annual). Benefits include health, dental, vision, 401K and life insurance, vacation, holiday pay, and paid sick leave.
DEADLINE:	Application review begins on <u>January 2, 2025.</u> Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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