



University of Houston-Downtown Job Description

Job Title: Coordinator, Employment
FLSA Category: Exempt
Grade: 24
Job Code: 2576

DUTIES

Job Summary: Develops programs to attract, hire, and retain a high quality workforce

Duties and Responsibilities:

- Administers People Admin, which includes creating and posting open positions
- Coordinates the placement of advertisements
- Assists employment technician with new employee sign-up
- Answers customer service questions from applicants
- Prepares reports as needed
- Provides training on People Admin
- Answers questions from hiring manager regarding policies and procedures
- Researches creative ways to recruit potential applicants
- Supervises Employment Technician

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree

Experience: Minimum of 3 years

Licenses/Certification: None Required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.