

The University of Akron  
**Classification Specification**

**Job Title:** HR Administrator

**Job Function:** Staff

**Job Family:** Classified

**SOC Description:** 4000 Business/Administrative Division

**Job Code:** 44174

**Grade:** 119

**FLSA:** Non-Exempt

**Date:** 3/18;5/15;5/12;1/07

**Job Summary:**

Administer the hiring, onboarding, employment, and personnel record keeping process assuring compliance with federal, state, local, university regulation/policy and collective bargaining agreements for positions throughout the University within all classifications. Utilize the University's online Recruiting Application and Human Capital Management module to manage workflow, accurately enter and audit employee personnel and job data information, and meet payroll deadlines. Respond to questions and troubleshoot basic system issues related to the application process, hiring process and employee personnel actions. Document all job related procedures. Communicate daily with the campus community as well as external organizations.

**Essential Functions:**

40% Responsible for the management of the employment process from job posting through the data entry of employee personnel actions in accordance with payroll deadlines, policies, and collective bargaining agreements. Perform analysis and ensure accuracy in the management and approval of the employment workflow process through the online Recruiting Application and hiring process. Organize, and provide data entry, processing support, and auditing of system accuracy for the employment process and all personnel actions, including but not limited to hires, probationary periods, transfers, salary changes, leaves and separations.

20% Solve problems, respond to questions and information requests, and perform troubleshooting duties in relation to the online Recruiting Application, the employment process, and all inquiries related to employee actions and personnel data. Maintain a variety of HR and Recruiting Application system tables. Participate in system upgrade and testing as needed.

15% Conduct reference/background investigations on selected applicants. Coordinate communication between candidate and extend job offers to applicants. Negotiate job offer details if needed. Advise departments when job offers are accepted. Initiate and complete the employment and onboarding process.

10% Perform audits and reconciliation of employee personnel actions for the preparation of personnel action reports, certificates of appointment, and the submission of additional reports as requested by the Board of Trustees. Provide support for special projects as assigned to implement new policy, system modules or support other HR initiatives during peak periods. Provide back-up support for the daily essential office functions including but not limited to the clearance process, I-9 processing, and file room maintenance.

5% Consult with university clients in the creation of staff and faculty recruitment advertising and communicate costs to the departments. Work with departments to assess employment needs and develop strategic advertising strategies. Maintain list of advertising sources and place advertisements with appropriate recruiting source(s). Reconcile advertising billing and coordinate with vendors.

5% Coordinate and conduct trainings for the campus community on the hiring and employment/onboarding process for all job classifications including but not limited to hiring process manager training, staff/contract professional search committee training, new employee orientations, etc. Ensure all internal procedures are documented.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 2 years work experience working with a data management system and general office procedures preferably within a human resources environment. Excellent communication, customer service, analytical, problem solving and computer skills are required. Ability to meet strict deadlines and strong attention to detail is required. Ability to maintain a high degree of accuracy in work required. Prior recruiting experience preferred. Experience with Microsoft Excel, ad hoc query writing and knowledge of University structure preferred

**Leadership:**

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.

No authority or responsibility for the supervision of others.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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