

Wright State University
CLASSIFIED JOB SPECIFICATION
Employee Experience & Records Coordinator

I. JOB INFORMATION

Job Title: Employee Experience and Records Coordinator (CS 15)

Job Class: 31817

FLSA Status: Non-Exempt

II. JOB SUMMARY

The Employee Experience and Records Coordinator reports to the Director of Talent Acquisition with a dotted line to the Employee Training & Development Specialist. This position supports the Talent Acquisition functions as well as New Employee Orientation. This position is responsible for the completion of the Federal Form I-9 for all employees and also creates and maintains employee personnel files in accordance with university records retention requirements and completes employment/status verifications.

III. PRIMARY DUTIES AND RESPONSIBILITIES

New Employee Experience

- Support the employee training & development specialist to ensure accurate assignments to applicable New Employee Orientation sessions.
- Serve as a backup support for the New Employee Orientation sessions in regards to the logistics of the orientation, including ordering food, providing campus tours, etc., as applicable.
- Collaborate closely with the talent acquisition specialist, employee training & development specialist, and other university departments to ensure a positive and consistent New Employee Experience as employees' transition into their respective units, while also offering support to supervisors.
- Develop checklists and frameworks for departmental onboarding and orientation programs.
- Coordinate with the director of talent acquisition to collect data from appropriate stakeholders for process improvement.
- Support efforts to develop ongoing processes for gathering feedback from new employees about their experiences throughout their first year of employment with the university. Share the collected data, as appropriate.
- Proactively recommend new approaches, modifications or changes that will improve the experience, efficiency and/or effectiveness of both centralized and departmental onboarding processes.

Talent Acquisition and Employee Onboarding Support

- Support Talent Acquisition activities such as job fairs and assigned outreach efforts to include customer service to internal/external customers, and applicants.
- Assist with drafting and delivering offer letters and tracking onboarding milestones.
- Support initiation of background/credit checks, education verifications, and visual compliance, escalating adverse results as needed.
- Maintain accurate records of onboarding activities and ensure compliance with regulations and policies.

Employee Records and Personnel Files

- Create new hire personnel files and timely file all employee paperwork in appropriate locations. Maintain personnel files in an organized, secure and accessible manner in accordance with both university and departmental records retention schedules.
- Calculate employee service credit and maintain records of prior service.
- Initiate purging of appropriate records in accordance with the Human Resources Departmental Records Retention policy ensuring that all appropriate authorization is obtained and paperwork filed with the University Records Management Office.

Federal Form I-9s and E-Verify

- Stay up-to-date on federal regulations regarding completion and retention of federal Form I-9s. Proactively recommend policy and procedure changes to maintain university compliance with the regulations.
- Ensure that all Form I-9s are completed timely and accurately for all new hires/rehires on the Dayton Campus including Form I-9s for regular employees, student employees and graduate assistants.
- Create E-Verify cases to confirm the eligibility of employees to work in the United States. Report any negative results to the Director, Talent Acquisition for further review and processing.

Verification of Employment and Status

- Responsible for completion of employment verifications that are unable to be processed by our third-party vendor due to the nature of the request or unavailability of data in their system.
- Communicate in writing with other employers to transfer the seniority and/or sick leave to/from other applicable public entities upon request of the employee. Ensure that policies and timelines are followed on the transfer of these items.
- Complete any Public Service Loan Forgiveness (PSLF) forms or other requests for employment status for employees of Wright State University.

Other duties as assigned

- Undertake other duties as assigned to assist in maintaining operations and agility.
- Provide backup support for front desk responsibilities when needed.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma (or equivalent) and three years of full-time related work experience OR two years of post-secondary education and one and one-half years of full-time related work experience OR a Bachelor's degree and six months of full-time related work experience.
- Integrity and judgement necessary to maintain strict confidentiality at all times.
- Excellent customer service and interpersonal skills.
- Demonstrated capability to follow-through, multi-task, prioritize and meet deadlines.
- Attention to detail and a demonstrated ability to accurately enter data into databases and computer systems.
- Strong verbal and written communication skills. Ability to calculate basic math.
- Strong planning and organization skills with the ability to maintain a high degree of accuracy.
- Ability to work effectively with employees at all levels of the organization.
- Proven ability to act independently and collaboratively as part of a team.

V. WORKING CONDITIONS

Standard office environment. To preserve the safety and security of the campus community and to maintain the integrity of university operations, it is the policy of Wright State University to make an employment offer contingent on various background checks, such as a criminal record, credit history (when job related) and/or education verifications. Additionally, an administrative review shall be conducted whenever the university learns that an employee is charged with or convicted of a crime (except for minor vehicle violations). Frequently asked questions related to background checks may be found on the Human resources website at <http://www.wright.edu/human-resources>.

Effective July 1, 2017, per Policy 7230, Wright State University is tobacco-free. Tobacco use, including the sale, advertising sampling and distribution of tobacco products and tobacco related items is prohibited in all university facilities, on all university owned or leased grounds, university owned or operated residence halls and apartments, and at all university sponsored events regardless of location. Tobacco use is also prohibited in all university vehicles or on any equipment owned, leased or operated by Wright State University. This policy applies to anyone on campus including students, faculty, staff, visitors, consultants, vendors, patients, volunteers, and contractor employees.

Wright State University, an equal opportunity/affirmative action employer, is committed to an inclusive environment and strongly encourages applications from minorities, females, veterans and individuals with disabilities.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

31800

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.