Position Title: **Human Resources and Training Coordinator**

Reports To: Director of Human Resources

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The Human Resources and Training Coordinator provides administrative and managing duties associated with the operation of the Human Resources office. This position is responsible for analyzing training needs to improve individual skills, knowledge, and organizational performance, and to arrange suitable training solutions for employees through on-line learning modules and training programs.

Key Responsibilities:

1. Work with the director of human resources regarding the daily operations of the office
2. Provide excellent customer service to staff, faculty and students while maintaining employee confidence and protecting operations by keeping human resources information confidential
3. Direct new hire orientation and assign and monitor required training for new hires (Sexual Harassment/Title IX, HIPPA, FERPA and Diversity & Inclusion)
4. To assist in maintaining historical Human Resources records by keeping past and current records and maintaining the Human Resources database
5. To assist with the recruiting and hiring process, including posting open positions, obtaining employment references and handling background checks along with verifying and processing all new hire paperwork

6. To assist in maintaining appropriate wage records on all employees, including computation of weekly time sheets, vacation and sick accruals, payroll deductions and processing the college's payroll
7. To assist with benefits administration services such as informing employees of benefit options, assist with enrollments and/or claim issues as well as maintaining benefit enrollment records
8. Comply with federal, state, and local legal requirements
9. Maintain professional and technical knowledge by attending educational workshops, trainings and reviewing professional publications
10. Assign and monitor the completion of the required annual training to all employees
11. Recommend training programs for employees by reviewing training materials from a variety of vendors and choose appropriate materials to help employees maintain or improve job skills
12. Assess training needs through surveys, interviews with employees, or consult with managers or instructors
13. Monitor training costs to ensure budget is not exceeded and prepare training budget reports to justify expenditures
14. Assist with developing department processes and procedure training manuals
15. Participate in the annual Lyceum program
16. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position
17. To assume such other duties as assigned by the Director of Human Resources.

Basic Qualifications:

1. Associates degree in Human Resources, Accounting or related field and a minimum of two years of experience
2. Excellent verbal and written communication skills
3. Highly organized, attention to detail and excellent follow-through including ability to prioritize work efficiently and multitask simultaneously
4. Knowledge of basic employment law
5. Ability to manage confidential materials and sensitive information in an appropriate manner

6. Ability to work effectively, independently and as a team player
7. Ability to evaluate and research training options and alternatives
8. Intermediate knowledge of Microsoft Office including Word and Excel
9. A clean criminal record and exceptional work history

Preferred Knowledge and skills:

1. Bachelor's degree in related field
2. Certification in Human Resources management

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Mental Stresses: Multi-task & challenging demands

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____