



## EMPLOYMENT OPPORTUNITY

**Date: August 2022**

**Open until filled**

If you have questions regarding this position, please contact Tracy Moreschi at [hr@multnomah.edu](mailto:hr@multnomah.edu).

### **Job Title: Employment Coordinator and HR Assistant**

**Reports To: Director of Human Resources**

**Mission:** *Serve as a member of the HR team, providing excellent support to the HR Director and the Multnomah community by managing employee lifecycle processes as well as coordination of the workers compensation program.*

#### **Primary Responsibilities:**

**Recruitment:** *Complete the recruitment steps to fill open employment opportunities, includes aiding supervisors and hiring committees throughout the recruitment process.*

- Maintain employment forms for use by applicants and hiring supervisors.
- Coordinate the documentation of approvals necessary for job openings and offers.
- Create job opening announcements and coordinate career site and requested web-based advertising.
- Maintain hiring process checklists to ensure timely recruitment activities.
- Receive hiring recommendations, ensure documentation indicates an appropriate selection process.
- Create and send offer letters and background check authorization requests to selected candidates.
- Communicate with non-selected candidates and close positions when filled.
- Create and send new employee welcome announcement to employees.
- Communicate new employee information to applicable campus departments to prepare for onboarding.

**Hiring:** *Complete an efficient and legal hiring process for new staff and faculty.*

- Enter new employees into payroll, inviting them to create their access to initiate the onboarding process.
- Set up network files for each employee, setting appropriate permissions.
- Entering new employee information into PowerCampus.
- Create onboarding checklists and tasks for completion during the first 30 days of employment.
- Facilitate new employee orientation meetings on or before their first day.
- Facilitate benefits orientation meeting as appropriate.
- Invite and introduce new employees at campus employee events.
- Receive new hire survey responses and initiate process improvement from feedback.
- Follow up on outstanding onboarding checklist items after 30 days employment.

**Employee & Position Changes:** *Complete the position change processes for employees*

- Receive employee change requests and process them accordingly.
- Support supervisors with documenting job changes using updates to descriptions or creating new positions.
- Ensure Employee Status Change forms are submitted accurately prior to requesting compensation changes.
- Coordinate approval documentation for the requested employee or position changes.
- Communicate employee changes to appropriate campus departments.
- Communicate status and employee changes to payroll.

**End of Employment processes:** *Complete the processes for employees leaving MU employment.*

- Receive resignation notices from employees/supervisors.
- Confirm up to date contact information in payroll and PowerCampus.
- Create and send resignation announcements, confirming the timeline of the notice with the employee.
- Communicate resignations/terminations to various departments to prepare for offboarding.
- Communicate COBRA notices, available Exit Survey, and benefits information to employee leaving MU.
- Coordinate an Exit interview meeting with the HR Director on the employee's final day of work.

**HR Office Assistance:** *Serve as the front line of assistance for employees accessing the HR department.*

- Serve visitors to the department and provide guidance as able. Refer to appropriate personnel as needed.
- Triage HR emergencies in the absence of the Director.
- Coordinate part time schedule with Student Employment Coordinator for regular office coverage.
- Attend and assist with employee events as requested.

**Workers Compensation (WC):** *Serve as the HR contact for the WC program, coordinating reports and claims.*

- Receive notices of accidents/injuries for employees (students, staff and faculty).
- Ensure Accident Reports are complete in a timely manner, including supervisor accident investigations.
- Ensure witness reports are complete for any accident with a witness.
- Coordinate the completion of 801 forms for any accident which requires more than first aid treatment.
- Provide workers comp. insurance card to any employee receiving medical treatment beyond first aid.
- Initiate claims with WC carrier submitting accident reports and follow up documentation as requested.
- Maintain accident report file of documentation for OSHA 300 files.
- Provide accident reports with supervisor investigation report to the Safety Committee for their review.
- Submit to claims processor all medical visit and Return-to-Work documents after each doctor visit.
- Coordinate light duty job description if appropriate to return employee to working as able.
- Serve as the point of contact for the Employer At Injury Program (EAIP) for wage reimbursements.

### **Communication Skills and Work Habits**

**Objective:** *Maintain a Christ-like testimony in all aspects of the job.*

- Communicate in a Christ honoring and pleasant manner within the MU community and with the public.
- Represent Multnomah well in dress, grooming and actions.
- Show discernment in the use of time.
- Communicate regularly and openly with HR Director and MU team members.
- Encourage an atmosphere of unity and collaboration among university departments and staff.

### **Qualifications:**

#### **Job-specific Requirements:**

- Prior Human Resources experience is preferred.
- Excellent positive communication and relational skills, both in written and verbal.
- Initiative for process improvement, organizational skills, flexibility, resourcefulness, and attention to detail.
- Extreme confidentiality; discernment and sound judgment.
- Demonstrated affinity for web-based technology and software applications, including Microsoft products.
- Committed to Christ and his people, evidenced by a love for the Word and consistent willingness to serve.
- Demonstrated mature and responsible work habits.
- Teachable spirit that is eager to learn.

#### **General Employment Requirements:**

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah contain the following relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

**This is a part-time support staff position with benefits including paid holidays, vacation accrual, and sick time accrual all beginning the first day of the month following one month of employment.**

**To Apply, find the application link here: [www.multnomah.edu/careers](http://www.multnomah.edu/careers)**

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#### **MULTNOMAH UNIVERSITY**

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