Under the direction of the Director of Human Resources, coordinates all employment related activities for recruitment, screening, and selection of university faculty, staff, and administrators. Prepares contracts for all new faculty and administrators and verifies salary and budget data. Obtains budget, salary, and class information for issuance of part-time/adjunct/overload contracts as appropriate. Manages employment services to existing faculty, administrators, and staff. Maintains personnel files for all university employees. Leads or coordinates professional development opportunities for university employees.

Responsibilities:

• Coordinates all employment related activities specific to the recruitment, screening, and selection of new employees.
• Manages employment services to faculty, staff, and visitors. Serves as a resource for all employment related questions received via phone and in person.
• Prepares contracts for all new faculty, administrators, and adjuncts; verifies salary and budget data with appropriate personnel; makes sure all new hires receive and turn in paperwork; prepares Change of Authorization forms for all support staff.
• Maintains employment files for faculty, staff, and administrators.
• Coordinates and/or leads multiple trainings and/or programs throughout the year. Directs a variety of management training programs aimed to educate supervisors in interviewing, hiring, terminations, promotions, performance reviews, and university policies.

Qualifications:

• Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
• PHR professional certification desired, but not required.
• Excellent skills in Microsoft Word, Excel, and prior experience in Access, PowerPoint, and the ability to learn Outlook, and Datatel.
• Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports; and effectively present information and respond to questions.
• Ability to handle sensitive information and maintain confidentiality.
• Excellent professional verbal and written communication skills.
• Organization, superior attention to detail, flexibility, creativity, excellent phone etiquette, and strong ability to multi-task.

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

Please send a cover letter and resume to:
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For more information on Capital University, visit our website at www.capital.edu.
Capital University is an equal opportunity employer.
Qualified minorities, women, and persons with disabilities are encouraged to apply.