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| WORKING TITLE | Human Resources Coordinator |
| PAYROLL CLASSIFICATION | HR Specialist II (N2242) |
| DEPARTMENT | CSULB Research Foundation Human Resources |
| STATUS | Full-time, Benefitted, Non-Exempt/Hourly |
| POSTING DATE | October 8, 2025 |
| POSITION NUMBER | 2722 |

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Associate Director of Human Resources and Benefit Services the HR Coordinator will perform a wide variety of HR related clerical and administrative tasks. Typical duties include, but are not limited to:

- Receiving, screening and directing HR phone calls and guests;
- Assisting applicants, employees and guests with inquiries and requests;
- Responding to requests for information, materials and/or forms;
- Performing heavy HR related data entry;
- Monitoring HR shared e-mail inbox and acting as first response to inquiries and follow-ups when needed;
- Assisting hiring managers with onboarding and separations of employees;
- Assisting incoming international students with additional pre-employment documentation, clearance and coordination of document review with the campus tax analyst;
- Managing all personnel documents such as I-9 forms and certifications;
- Assisting in research and audit requests;
- Developing/maintaining related the records room data base and filing system;
- Maintaining employee records, ensuring completion and accuracy of details such as employee contact information, job classification, pay rates and other key personnel details;
- Coordinating the digitizing for personnel files/documents;
- Organize document destruction according to the records retention policy;
- Coordinating with the payroll team to troubleshoot timecards and pay problems that originate from possible HR issues;
- Composing letters and memoranda;
- Overseeing the maintenance, organization and filing of various materials;
- Preparing various mass-mailing materials for distribution, as needed;
- Safely operating and troubleshooting various problems related to office equipment;
- Ensuring that the personnel file cabinets and HR window are open/unlocked during business hours and secure/locked after hours;
- Acting as backup to the Receptionist and Executive Assistant in times of absence;
- Assisting in general oversight and mentoring of the HR Student Assistant(s);
- Cross-training within other classifications is expected;
- Overtime may be assigned, as needed.

- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

EDUCATION, SKILLS AND ABILITIES

- Minimum of four (4) years of progressively responsible administrative, technical and/or management experience;
- Bachelor's degree in business administration or a related field, preferred;
- Thorough knowledge and experience of word processing, database and spreadsheet software, DocuSign, Microsoft Office products, as well as web search engines.
- High level of accessibility and confidentiality by the individual in this position is a requirement;
- Possess exceptional customer service skills and professionalism;
- Ability to communicate clearly, both orally and in writing;
- Ability to learn, apply and adhere HR regulations and Research Foundation policies and procedures;
- Ability to function well under pressure, work with all personality types and meet deadlines;
- Ability to use all general office machines (i.e., copiers, fax machines, printers, telephone, postage machine, etc.);
- Must have advanced skills in word processing, spreadsheeting and desk top publication programs (Word, Excel and PowerPoint);
- Ability to change priorities when necessary, be flexible and work independently with minimal supervision;
- Ability to function during extremely busy periods;
- Ability to take the initiative during non-peak times such as to remain busy by auditing files and/or the system or organizing or creating forms, files and/or the system;
- Ability to compose letters and prepare standard reports;
- Ability to review and recommend changes to procedures that improve the efficiency and productivity of the department;
- Cross-training within other classifications is expected.

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

The Human Resource team currently operates on a hybrid work schedule that requires employees to work in the office three (3) days per week as scheduled by the HR Director and remotely two (2) days per week. This schedule is only available to those in positions where there is adequate remote work available. Our hybrid work model is reviewed regularly, and as such, may be changed or stopped at any time for any reason at the employer's discretion. Newly hired employees will be required to initially come into the office every day until they have undergone proper training within their position and are approved for remote work.

POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

COMPENSATION RANGE: \$28.00 - \$32.00 per hour

FILING DEADLINE Open Until Filled

NOTE: In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2)

weeks from the posting date listed above. Removal of a position from our website is an indication that the position has been filled.

APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By E-mail: FND-HR@CSULB.EDU (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation of any requirements for a reasonable accommodation.

NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.