**HR/Payroll Coordinator – AEM Business Center (located on east campus)**

Located on UNL’s beautiful east campus, the HR/Payroll Coordinator serves in a customer-facing role and is responsible for ensuring payroll related personnel actions are completed in a timely and accurate manner and in compliance with all applicable institutional, UNL, State, and Federal regulations, policies, and guidelines. The HR/Payroll Coordinator primarily executes moderately complex payroll transactions and provides departmental human resource-related support in a subsidiary capacity. The HR/Payroll Coordinator will work closely with employees within the departments served, as well as functional office staff, providing a high level of customer service and professionalism in all interactions. This position functions under general supervision and is expected to utilize technology to provide professional services. **Hybrid work opportunities may be available after six months of hire.**

**For more details or to apply directly to this position:** [**https://employment.unl.edu/postings/83789**](https://employment.unl.edu/postings/83789) **Applicant review will begin 01/24/23.**

The University of Nebraska-Lincoln seeks to attract and retain a high performing and diverse workforce in which employees’ differences are respected and valued to better meet the varying needs of the diverse populations we serve. The university fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential. As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. See: <http://www.unl.edu/equity/notice-nondiscrimination>

