**Human Resources Coordinator**

Application Review Date: 2/13/2025

Ranked as one of **the best employers in the state of Nebraska**, the University of Nebraska is committed to providing a work environment and culture that fosters personal and professional success and satisfaction. By joining our team, you will be given opportunities to grow as an individual and contribute to the significant impact that we make within the University of Nebraska community and Nebraska’s economy each year.  
  
**We invest in our employees:**

* Vacation and sick leave pay
* Medical, dental, and vision insurance
* No-cost life insurance
* Employee Assistance Program
* Exclusive staff discounts
* Continuous improvement and innovation
* Professional development through training and education
* A diverse and inclusive workplace
* And much more!

The Human Resources Coordinator serves in a customer-facing role and is responsible for providing human resources support to the Division of Student Life in a timely and accurate manner.  
  
As the **Human Resources Coordinator,** you will:

* Assist in ensuring that Student Life HR is in compliance with all applicable institutional, UNL, State, and Federal regulations, policies, and guidelines.
* Provide departmental human resource-related support.
* Assist Student Life supervisors with the hiring process.
* Meet with newly hired staff, including temporary, student, regular and on-call to complete necessary paperwork and start the onboarding process.
* Execute moderately complex payroll transactions.
* Work closely with employees within the departments served, as well as functional office staff.
* Provide a high level of customer service to the departments and staff served.
* Review and process payroll on a bi-weekly basis.

This position functions under general supervision and uses sophisticated technology to provide professional services.  
   
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>.

**Minimum Required Qualifications**

* High school diploma plus 3 years of related payroll and/or human resources work experience; equivalent education/experience considered.
* A willingness and demonstrated ability to learn new hardware and software systems.
* Demonstrated ability to maintain confidentiality in compliance with rules and regulations, including HIPAA and FERPA guidelines on the disclosure of information.
* Demonstrated ability to communicate effectively in written and verbal formats.
* Demonstrated ability to build and maintain positive relationships within and outside of reporting lines.
* Demonstrated ability to establish priorities and meet deadlines.
* Knowledge of payroll and/or human resources terminology and practices.

Apply here: <https://employment.unl.edu/postings/95468>