UNIVERSITY OF MARYLAND LIBRARIES  
POSITION DESCRIPTION FORM

Check one: Faculty____ Exempt __X__ Non-Exempt ____ Other_C1_

Date Prepared: January 2019 Division: Administrative Services

Prepared by: Aishar Pinnock Department: Library Human Resources

Reports to: Interim Director of Libraries Human Resources

Position Title: Coordinator Functional Title: Recruiter

NATURE OF WORK:
The Human Resources Coordinator will support the Libraries Human Resources Office (LHR), with a primary concentration on the employment activities. This position will provide assistance with various functions within the Libraries Human Resources Office that include, but not limited to, full cycle recruitment; onboarding; and data entry into HRIS.

DUTIES AND RESPONSIBILITIES:

- **Recruitment** (70%):
  - Initiates and completes the administrative process for staff and faculty searches to include, but not limited to:
    - Approvals and job posting in eTerp
    - Serving as HR liaison to search committees
    - Scheduling interviews and conducting reference checks
    - Creating offer letters
    - Tracking recruitment activity from open to close of requisition
  - Maintain effective working relationship with Hiring Managers to ensure understanding and support for short and long term recruiting needs
  - Ensures all new hire complete required paperwork and onboarding process

- **Administrative** (30%):
  - Enters information related to new hires, changes in appointments, terminations, etc., into the institution’s HRIS
  - Provides front desk coverage as needed
  - Assists with special project assignments and performs other duties, as assigned
QUALIFICATIONS (Knowledge, skills, and abilities):

- High level of interpersonal skills to handle sensitive and confidential situations and documentation
- Ability to maintain a high level of confidentiality
- Ability to learn the institution’s HRIS, such as PHR and eTerp
- Attention to detail and follow through
- Good to excellent spelling, grammar and written communication skills
- Ability to research HR related topics, laws, and practices
- Knowledge of office administrative procedures

EDUCATION:

**Required**
- Bachelor’s degree

**Preferred**
- Bachelor’s degree in human resources
- PHR or SHRM-CP certification

EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):

**Required**
- Two years of human resources experience directly related to the duties and responsibilities specified
- Knowledge of HR laws, practices and industry standards
- Proficiency in or knowledge of using a variety of computer software applications, especially Microsoft Office Suite and Google Suite
- Ability to manage shifting priorities

**Preferred**
- Prior work experience in a library or an institution of higher education

PHYSICAL DEMANDS:

- Requires sitting or standing for long periods of time
- Uses the computer for extended periods of time
- Requires a high level of manual dexterity
Employee’s Signature________________________  Date__________
Print Employee’s Name___________________________
Supervisor’s Signature______________________  Date___________

*Note: Asterisk indicates these are essential job functions.