

To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.

Job Title: Human Resources Student Employment Coordinator

Job Category: CWA, Range 21

Post Date: April 25, 2023

Close Date: N/A

Salary: \$57,573.92 - \$66,217.02

For non-unit positions, salary commensurate with experience and is accompanied by a competitive benefits package.

Position Summary:

The Office of Human Resources is seeking candidates for the Human Resources Student Employment Coordinator position.

Under the direction of the Director of Talent Acquisition and Compensation, the Human Resources Student Employment Coordinator is responsible for creating a positive experience for TCNJ students seeking employment and hiring managers through administrative excellence. The ideal candidate must have attention to detail and the ability to work effectively with a wide variety of college personnel and off-campus employers. The ideal candidate must possess great communication and interpersonal skills with the ability to multi-task and prioritize.

The Human Resources Student Employment Coordinator must be able to interpret and apply federal, state and institutional rules and regulations governing the eligibility of workers, and placement of eligible students in the community federal work study positions. This position is primarily customer service focused, and will assist with all facets of hiring (student, staff, faculty, temporary).

Main Responsibilities:

- Serves as a primary point of contact for student employment. Works directly with students and hiring managers for on campus and off campus employment opportunities.
- Manages the Federal Work Study (FWS) program for student jobs. Establishes relationships with community partners to identify job opportunities for FWS. Posts FWS job opportunities, hires eligible students, and monitors work hours.
- Provides a full range of recruiting administrative support for hiring managers and serves as the main point of contact for applicants.
- Creates and maintains job descriptions, postings and advertisements (social media marketing campaigns).
- Manages the applicant flow within our applicant tracking system.
- Assists hiring managers by screening applicants, participating on search committees, and providing guidance during the interviewing process.
- Responsible for all facets of employment including equitable pay rates, offer letters, pre-employment screening, and data inputs hires in the applicant tracking and payroll system.
- Manages the onboarding process for new hires, ensures candidates status updates happen in a timely manner and conducts follow ups post hire.
- Establishes relationships with community partners for work study opportunities, places qualified students in the program and monitors employment.
- Develops and delivers training related to hiring, and use of the applicant tracking system for hiring managers, employees and applicants.
- Identifies process efficiencies and opportunities for improving the applicant and hiring manager experience.
- Implements policies and procedures that ensures a seamless hiring process that is consistent, fair and equitable.
- Generates and creates reports as needed.
- Represents the Office of Human Resources to promote student employment during new student orientation.

Required Qualifications:

- Bachelor's degree required; Two years professional experience in an institution of higher education or in education, or other field that is directly related to the functions of the position.
- Strong experience with Federal Work Study programs.
- Experience working with an Applicant Tracking System (ATS).
- Strong interpersonal, written and oral communication skills, and strong attention to detail.
- Ability to provide exceptional, consistent customer service to internal and external clients.
- Adaptability to new technology and ability to work independently.
- Strong problem solving and time management skills.
- Ability to manage multiple tasks concurrently, professionally, effectively and follow through on multiple work initiatives.
- Understanding of labor law compliance.
- Basic payroll knowledge, project management experience.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Preferred Qualifications:

- Human Resources Certification.
- Experience working with Talent Management System (Taleo) strongly desired.
- Experience working with HCM Cloud strongly desired.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.

About TCNJ

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Application Instructions

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. For more information on the SAME program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at: 833-691-0404.

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.