

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Employee Onboarding & Records Coordinator**

**I. JOB INFORMATION**

**Job Title: Employee Onboarding and Records Coordinator (CS 16)**

**Job Class: 31817 FLSA Status: Non-Exempt**

**II. JOB SUMMARY**

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

**Employee Onboarding**

- Manage the employee onboarding process to include all steps between the hiring proposal and orientation including assisting with offer letter creation/delivery. Ensure that exceptional service is provided to applicants and hiring departments as new hires/rehires move from ‘applicant’ to ‘employee.’
- Initiate background/credit checks for new hires/rehires and report adverse results to Director, Talent Acquisition for further review and processing. Perform education verification and visual compliance on all new hires/rehires and maintain transcript records, as applicable. Schedule pre-employment physicals, as needed.
- Coordinate delivery and completion of new hire paperwork/processes including benefit and retirement election forms, emergency contact information, mandatory training, policy acknowledgments, etc.
- Collaborate with the Employee Training Specialist to ensure accurate assignments to applicable Employee Orientation sessions.
- Work closely with hiring managers, the HR Business Partner team and other university departments to ensure a consistent employee onboarding experience as employees begin work in their specific unit. Provide checklists and models for departmental onboarding programs.
- Develop ongoing processes to receive feedback from new employees about their experience throughout their first year of employment with the university. Share data collected with leadership as well as recommended actions that may result from such data.
- Proactively recommend new approaches, modifications or changes that will improve the experience, efficiency and/or effectiveness of both centralized and departmental onboarding processes.

**Employee Records and Personnel Files**

- Create new hire personnel files and timely file all employee paperwork in appropriate locations. Maintain personnel files in an organized, secure and accessible manner in accordance with both university and departmental records retention schedules.

- Calculate employee service credit and maintain records of prior service.
- Initiate purging of appropriate records in accordance with the Human Resources Departmental Records Retention policy ensuring that all appropriate authorization is obtained and paperwork filed with the University Records Management Office.

### **Form I-9s and E-Verify**

- Stay up-to-date on federal regulations regarding completion and retention of federal Form I-9s. Proactively recommend policy and procedure changes to maintain university compliance with the regulations.
- Ensure that all Form I-9s are completed timely and accurately for all new hires/rehires on the Dayton Campus including Form I-9s for regular employees, student employees and graduate assistants.
- Create E-Verify cases to confirm the eligibility of employees to work in the United States. Report any negative results to the Director, Talent Acquisition for further review and processing.

### **Verification of Employment and Status**

- Responsible for completion of employment verifications that are unable to be processed by our third-party vendor due to the nature of the request or unavailability of data in their system.
- Communicate in writing with other employers to transfer the seniority and/or sick leave to/from other applicable public entities upon request of the employee. Ensure that policies and timelines are followed on the transfer of these items.
- Complete any Public Service Loan Forgiveness (PSLF) forms or other requests for employment status for employees of Wright State University.

### **Other duties as assigned**

*Note: This is not an inclusive list of duties and responsibilities.*

### **IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

Bachelor's degree in a related field and one year of full-time related work experience OR, an Associate's degree and two years of full-time related work experience OR, a high school diploma and four years of full-time related work experience.

Integrity and judgement necessary to maintain strict confidentiality at all times.

Excellent customer service and interpersonal skills.

Demonstrated capability to follow-through, multi-task, prioritize and meet deadlines.

Strong verbal and written communication skills. Ability to calculate basic math.

Strong planning and organization skills with the ability to maintain a high degree of accuracy.

Ability to work effectively with employees at all levels of the organization.

Proven ability to act independently and collaboratively as part of a team.

### **V. WORKING CONDITIONS**

Standard office environment. To preserve the safety and security of the campus community and to maintain the integrity of university operations, it is the policy of Wright State University to make an employment offer contingent on various background checks, such as a criminal record, credit history (when job related) and/or education verifications. Additionally, an administrative

review shall be conducted whenever the university learns that an employee is charged with or convicted of a crime (except for minor vehicle violations). Frequently asked questions related to background checks may be found on the Human resources website at <http://www.wright.edu/human-resources>.

Effective July 1, 2017, per Policy 7230, Wright State University is tobacco-free. Tobacco use, including the sale, advertising sampling and distribution of tobacco products and tobacco related items is prohibited in all university facilities, on all university owned or leased grounds, university owned or operated residence halls and apartments, and at all university sponsored events regardless of location. Tobacco use is also prohibited in all university vehicles or on any equipment owned, leased or operated by Wright State University. This policy applies to anyone on campus including students, faculty, staff, visitors, consultants, vendors, patients, volunteers, and contractor employees.

Wright State University, an equal opportunity/affirmative action employer, is committed to an inclusive environment and strongly encourages applications from minorities, females, veterans and individuals with disabilities.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

31800

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*