

JOB INFORMATION

Job Code	EB31
Job Description Title	Coord, Employee Programs and Engagement
Pay Grade	HR07
Range Minimum	\$43,990
33rd %	\$52,790
Range Midpoint	\$57,190
67th %	\$61,590
Range Maximum	\$70,380
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	1/8/2025 2:32:38 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employee Relations

JOB SUMMARY

The Employee Programs and Engagement Coordinator supports the Manager of Employee Programs and Engagement in developing, coordinating, and implementing various employee engagements, recognition, and compliance programs. This role includes managing the unemployment claims process, supporting employee recognition initiatives, and coordinating key HR functions related to compliance and employee welfare. The Coordinator ensures the efficient, compliant execution of these responsibilities, contributing to a positive organizational culture.

RESPONSIBILITIES

- Assists in planning and executing university-wide employee programs, including coordinating communications, participating in selection committee meetings, facilitating award delivery, suggesting program improvements, and managing documentation for the monthly Spirit of Excellence program.
- Coordinates logistics for employee recognition events, including managing vendors, catering, awards preparation, event setup. Will support budget tracking, and maintaining organized records of event participation and feedback.
- Coordinates the unemployment claims process for all university employees, ensuring accurate and timely responses. Represent the University at hearings, presenting cases with professionalism and defending the institution's interests effectively. Monitor claims for potential fraud, reporting suspicious cases and ensuring appropriate actions are taken. Act as a liaison with the State of Alabama's unemployment office and internal stakeholders.
- Coordinates employee drug testing, scheduling pre-employment and random tests, and ensuring adherence to documentation and compliance standards. Manage testing for FMCSA regulated positions and other federally regulated roles. Help identify and set up lactation locations across campus in collaboration with facilities teams, ensuring regulatory compliance.
- Assists with the Hardship Fund application and disbursement process. Work closely with Payroll and Records to support employees facing financial hardships.
- Provides feedback on the effectiveness of employee programs, suggesting enhancements based on employee input and best practices. Stay informed on HR trends and industry practices, supporting continuous improvement in processes, compliance, and employee experience.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	No specific discipline. Human Resources, Management, Business Administration, Industrial/Organizational Psychology is desired.	and	1 year of	Experience in Administrative Support/Coordination, Event Coordination/Planning, or Human Resources. Experience in Employee Relations desired.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal and state unemployment regulations and legal hearing processes is preferred.

Proficiency in Microsoft Office Suite (Word, Excel) and familiarity with HR Case Management Systems is preferred.

Strong interpersonal and communication skills, with the ability to collaborate across departments and represent the University in hearings.

Ability to manage sensitive and confidential information with discretion.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting				X		50 lbs
Climbing	X					
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.