Title: E-verify Coordinator

Pay Scale Group: 14

Essential Function
Under general supervision from a designated administrator, perform a variety of human resources support responsibilities relating to the implementation and administration of E-Verify process.

Characteristic Duties

- Assist with the training and implementation of the Electronic I-9 and E-Verify process.
- Resolve all tentative non-confirmations for E-Verify.
- Complete the Electronic I-9 Process at Central HR and at Hire Center.
- Design and implement policies, procedures and programs.
- Respond to inquiries related to the E-Verify process.
- Research complex information and analyze data.
- Assist staff, students and general public and respond to request and inquiries.
- Coordinate records usage and maintenance with other university departments.
- Assist with collection of data for periodic reports.
- Maintain confidentiality of all information.
- Serve on committees.
- Assist with coverage of Human Resources front desk.
- Perform related duties based on departmental need.

Minimum Qualifications
Bachelor's degree with one (1) year experience; -OR- Associate's degree with three (3) years experience; -OR- five (5) years experience. Degree and experience must be in human resources or related field.