



About St. Francis College (SFC)

Founded in 1859 by the Franciscan Brothers, St. Francis College (SFC) has a rich legacy of academic excellence and service. Located in Brooklyn, New York, SFC educates over 4,500 students, primarily from the five boroughs, with backgrounds representing over 70 countries and more than 40 languages. With a network of 20,000 alumni, the college has produced distinguished public servants, scientists, lawyers, business professionals, nurses, teachers, and members of the clergy.

Rooted in Franciscan values of community, collaboration, and connection, SFC remains committed to providing a first-class, attainable, high-quality education to individuals of all racial, ethnic, and religious backgrounds, with a special focus on working-class New Yorkers. In 2021, the College launched a transformative initiative to restructure academic and programmatic offerings, aligning them with 21st-century career needs while expanding its reach locally and internationally. In 2022, SFC relocated to a modern, state-of-the-art campus in Downtown Brooklyn, ensuring it continues to prepare students for success in a rapidly evolving world.

Job Summary:

The HR Coordinator provides administrative and operational support to the Office of Human Resources. Responsibilities include employee onboarding, benefits administration, employee status changes, and recruitment support. This role collaborates with internal stakeholders to ensure HR deliverables are met efficiently.

Salary Range: \$50,000 - \$55,000

Essential Duties & Responsibilities: HR Coordinator

Employee Onboarding & Administration

- Provide day-to-day administrative support throughout the employee lifecycle, including onboarding, offboarding, background screenings, new-hire paperwork, employment verifications, and exit documentation.
- Prepare and process new employee payroll information, ensuring all documentation is accurate, complete, and submitted by established deadlines.
- Manage the HR inbox by responding to routine inquiries, tracking requests, and directing or escalating matters to the appropriate team member.
- Conduct routine audits of vendor portals, verify data accuracy, generate reports, and follow up on missing or incomplete information.
- Assist with benefits administration, including enrollments, qualifying life-event changes, and terminations.
- Maintain accurate and confidential employee records, personnel files, and HR system data.
- Provide general policy and procedural information while referring sensitive or complex employee relations matters to senior HR leadership.
- Maintain HR policies, procedures, forms, resources, and required labor law postings on the College intranet and at onsite locations.



- Support payroll processing and compliance by reviewing records, monitoring deadlines, and assisting with routine discrepancies.
- Perform general administrative duties, including preparing correspondence, organizing files, scheduling meetings, tracking assignments, and maintaining HR calendars.

Recruitment & Training

- Support recruitment activities, including posting positions, reviewing application materials, scheduling interviews, communicating with candidates, and maintaining records.
- Coordinate employee training and development programs, including scheduling sessions, preparing materials, tracking attendance, and monitoring completion.
- Assist with HR projects, audits, policy reviews, and departmental initiatives as directed by senior HR leadership.

Minimum Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Previous internship or entry-level experience in human resources, office administration, customer service, data processing, or a related area is preferred.
- Experience with the Paycom payroll and HRIS platform is strongly preferred.
- Proficiency in Microsoft Office, particularly Outlook, Word, Excel, and PowerPoint.
- Strong organizational and administrative skills with excellent attention to detail.
- Ability to handle confidential information with professionalism and discretion.
- Effective written, verbal, and interpersonal communication skills.
- Ability to prioritize multiple assignments and meet deadlines.
- Demonstrated initiative, dependability, sound judgment, and the ability to work independently after receiving appropriate training.
- Commitment to providing professional and service-oriented support.

Additional Information

This full-time position requires an onsite presence at the Brooklyn campus at least four days per week. Occasional evening or weekend attendance at College events and work beyond regularly scheduled hours may be required. The position includes a comprehensive benefits package.

Interested applicants can apply by clicking [here](#).

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment.

The College is an Equal Opportunity employer.