Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Talent Events & Onboarding Coordinator**	FLSA Status:	**Exempt**
Job Family:	**Support Services**	Pay Range:	**SS35Y**
Prepared/Revised Date:	**May 19, 2025**	Job Code:	**34419**

SUMMARY: Responsible for coordinating hiring events and front desk operations in support of the Human Resources Department. This role leads the planning and execution of monthly classified and licensed hiring events, coordinates participation in external recruitment fairs, and facilitates bi-weekly new employee orientations. Oversees the daily operations of the HR front desk, including supervision, training, and evaluation of one direct report. Ensures timely and accurate processing of onboarding tasks, including I-9 processing and employment-related documentation. Provides responsive, high-quality customer service to applicants, employees, and former employees, and collaborates with internal stakeholders to ensure efficient and consistent HR support services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Plan, coordinate, and execute monthly internal hiring events, including classified and licensed hiring fairs. Collaborate with key stakeholders to manage all logistics—such as venue reservations, scheduling, event promotion, materials preparation, budget management, and day-of execution—to ensure a seamless, professional experience for candidates and hiring managers.
2. Coordinate recruiter's participation in external recruitment fairs, including managing event registrations, preparing materials, liaising with event organizers, and maintaining an up-to-date online calendar of upcoming recruitment events to ensure visibility and alignment across the talent acquisition team.
3. Organize and facilitate bi-weekly new employee orientations, delivered in-person and virtually, including scheduling presenters and sponsors, preparing presentation and onboarding materials, managing invites and attendance, and ensuring a welcoming, consistent, and informative experience. Track and manage orientation data, including attendance and post-session feedback, to evaluate onboarding effectiveness and support continuous improvement efforts.
4. Oversee the daily operations of the HR front desk, including supervision of one direct report. The front desk is responsible for managing a high volume of phone calls and emails, I-9 processing, onboarding tasks, HR inbox, data entry, and compliance tracking (e.g., VOE, PSLF/TLF forms, background checks, arrest reports). Provide ongoing training, coaching, and performance feedback to the technician, including participation in goal-setting and performance evaluations. Collaborate with internal stakeholders to ensure accuracy, consistency, and a high standard of customer service.

5. Provide responsive, high-quality customer service to applicants, employees, and former employees by addressing employment-related inquiries.
6. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in human resources, business administration, communications or related field required
- Two or more years of experience in event planning, administrative office experience, and/or human resources
- Experience in Human Resources in public education environment or public entity strongly preferred
- Equivalent combination of education and experience acceptable
- Professional in Human Resources (PHR) or Society for Human Resources Management (SHRM) certification preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication skills; bilingual communication skills preferred.
- Excellent interpersonal, customer service, and public relations skills.
- Effective event planning, coordination, and logistical management skills.
- Ability to think critically, problem-solve, and make decisions in a fast-paced environment.
- Strong attention to detail with exceptional organizational and time management skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to train, coach, and support staff while fostering a positive team environment.
- Ability to handle sensitive and confidential information with integrity and discretion.
- Knowledge of general human resources practices and employment laws.
- Knowledge of Colorado Department of Education (CDE) licensure regulations and HR compliance requirements.
- Knowledge of district, state, and federal policies and procedures related to human resources.
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Proficiency in data entry, computer systems, and standard office software (e.g., Microsoft Office, Google Workspace); ability to learn and use HR information systems
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Senior Director of Talent Acquisition & Retention	
Direct reports:	Department Technician I/II	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle, or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute				X
Synthesize			X	
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	

VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	