# State of Minnesota Jobs — Human Resources Services Coordinator — Duluth, MN, USA

### Description

The Human Resources Services Coordinator position focuses on human resources administration services, an area worth learning about through State of Minnesota careers in Duluth, MN, USA. On a normal day, this means scheduling onboarding and recruitment steps and maintaining employee records and forms while keeping records easy to follow. People with experience in HR operations and recruiting support can apply those strengths to this career area.

### Responsibilities

- Schedule onboarding and recruitment steps.
- Maintain employee records and forms.
- Document progress clearly and share outstanding questions with the right colleagues.
- Share work updates and close out records when each task is complete.

### Qualifications

- Practical familiarity with HR operations and recruiting support.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

### Experience

A background in HR operations, academic projects, or related service work provides useful preparation for human resources services coordinator responsibilities.

### Skills

HR operations, recruiting support, record keeping, communication, organization, accuracy

### Career Information

Explore the State of Minnesota official website for organization and career information.

**Hiring organization**
State of Minnesota

**Employment Type**

**Industry**
Human Resources Administration

**Job Location**
Duluth, MN, United States

**Date posted**
November 16, 2026

**Valid through**
2026-11-21