



Job Description

Job Title: Human Resources Generalist		
Division/Department: CFO/Human Resources	Position #141	
Reports to: Human Resources Senior Specialist		
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40

POSITION SUMMARY:

The HR Generalist will be responsible for providing services and engaging with all functional areas of Human Resources department including employment, employee relations and benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Employment

- Assist with onboarding all new employees; Full-time, adjuncts and students; verifying all hiring documents with E-verify and I-9.
- Maintain accurate and up to date employee information in the HRIS system by processing all status changes, salary changes, deductions, etc.
- Manage leave and attendance data in time and attendance software.
- Monitor accruals in time and attendance software

Administrative Support

- Provide administration support to the Director of HR and Senior Specialist
- Effectively manage visitors to the HR department and function as a centralized contact and consistent presence in the HR department and provide superior customer focused service.
- Provide data reporting using HRIS software to university constituents.
- Maintain confidential HR files in timely manner and conduct periodic audit. Ensure safeguard, security and confidentiality of files in compliance with privacy law and policy.
- Assist the Director of HR and Senior Specialist with special HR events for the campus.

Payroll

- Establish, manage, analyze and communication of semi-monthly payroll for all full-time, part-time and student employees.
- Accurately input salary and payroll information into HRIS software
- Input and maintain time and attendance software data.
- Provide support for all human resource responsibilities and activities.
- Maintain confidentiality of all employment information and records

Benefits

- Administer various employee benefits programs, such as group health insurance, life insurance, flexible spending, health reimbursement, 403(b) retirement plans. Maintain accurate and up to date employee and benefit information in the HRIS system
- Work with GL accountant on monthly reconciliations for all benefit programs.

QUALIFICATIONS:

To perform this job successful, an individual must be able to perform each essential duty satisfactorily. The qualifications listed are representative of the knowledge, skill and/or ability required. Must be detail-orientated, possess a high degree of accuracy and work well under pressure; Through knowledge of local, state and federal laws pertaining to HR; Effective oral and written communications skills; Demonstrate ability to work effectively in a team environment; Must exercise the highest level of confidentiality and integrity.



EDUCATION and/or EXPERIENCE:

A bachelor's degree required. 1-2 years of HR experience and/or training. PHR certification preferred.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Jenzabar HR software; must be proficient in using Microsoft Office applications and report writer InfoMaker.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions