



Job Vacancy Announcement

Human Resources Generalist (Two Positions)

POSITION TITLE: Human Resources Generalist

JVA#: 2023-04

DEPARTMENT: Office of Human Resources

POSITION SUMMARY: The **Human Resources Generalist** assists the Vice President for Human Resources to provide daily administration and professional-level support to the institution's human resource functions. This position focuses on delivering high quality human resources services in areas such as talent management, performance management, employee recognition, recordkeeping/data maintenance and reporting. The HR Generalist works as a team member to provide a broad range of HR duties and services in support of faculty, staff, students and the public.

POSITION CLASSIFICATION/COMPENSATION: The positions are Nonclassified, Full-time, carry an Exempt status under the Fair Labor Standards Act, and serve at the will and pleasure of the President. Actual compensation anticipated to be in the salary range of mid-\$40ks to upper \$50ks, commensurate with specific qualifications and experience related to the position, and will include a generous benefits package. Positions are dependent upon available funding.

CORE RESPONSIBILITIES:

- Perform daily operational and administrative support for human resources business processes.
- Provide assistance, guidance, and follow-up to departments, employees, and/or members of the general public in the application of human resources-related policies, procedures, services and related documentation.
- Recruitment and Employment - Conduct the BSU hiring and employment processes for faculty and staff hires. Examples include: preparing job postings, placing internal and external job postings/advertisements, screening/processing employment applications, preparing employment offers, and conducting new employee orientations. Prepare and process personnel actions, changes and appointment/contract notices.
- Records Management – Perform daily maintenance of detailed personnel-related records in multiple media formats (such as electronic and paper records) for faculty, staff, hourly/temporary/Extra Help and student workers (RSE). Transaction examples include hiring, transfers, pay adjustments, reclassifications, and promotions. Respond to related questions from employees and student workers. Responsible for system maintenance, data processing, data updates/resolution of data discrepancies, and performing data audits to ensure employee data is accurate.
- Performance Management - Initiate and implement staff performance evaluation process with supervisors and maintain employee evaluations, i.e., initial, three month, six months, and annual. Monitor the timely completion of performance evaluations.

- Employee Recognition/Special Events – Plan and execute employee recognition events/initiatives.
- General Duties, Compliance and Reporting
 - Assist with achieving departmental goals and objectives in support of the University’s mission of educating students.
 - Properly interpret and communicate HR-related policy, procedures, and state and federal policy and regulations to faculty, staff, students, and members of the public.
 - Maintain, track data, and prepare reports, including those to meet state and federal reporting obligations. Overall work product should be completed timely and generally error-free.
 - Ensure duties and responsibilities are performed in compliance with university policy, procedure, and relevant state and/or federal rules and regulations.
 - Perform additional duties as assigned. Responsibly perform the powers of a West Virginia Notary relative to official Bluefield State University business. This position may also perform classification, compensation, medical leave management, and Workers’ Compensation. May serve on committees. Serve as back-up in the absence of the VPHR.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited institution. At least three months of human resources or related experience (such as customer service, professional assistant, business management, information technology, paralegal, etc.) required.
- Knowledge of the principles and best practices of human resources administration, and relevant federal and state laws such as FLSA, FMLA, ADA, EO/AA, Title VII.
- Ability to work independently and prioritize own work, with minimal supervision, as well as to work collaboratively as a team member while encountering frequent interruptions.
- Proven commitment to collaboration, diversity, integrity, inclusion, accountability and service orientation.
- Demonstrated excellent interpersonal, oral and written communication skills.
- Ability to advise managers and employees in the effective and appropriate resolution of human resource inquiries/issues.
- Ability to manage multiple and rapidly changing priorities in a deadline-driven environment.
- Ability to exercise tact and skill in handling sensitive and confidential information.
- Demonstrated ability to analyze data, reach conclusions which are logical and legally supportable, and present conclusions effectively in oral and written form.
- Ability to create and maintain department records in multiple media formats, such as electronic and paper records, and generate work product that is generally error-free and within deadline.
- Demonstrated proficiency in Microsoft Word, Outlook and Excel.
- Must maintain a valid U.S. Driver’s License. If selected, ability to obtain and maintain in good standing a West Virginia Notary commission.

PREFERRED QUALIFICATIONS: At least three years of experience and demonstrated competence administering HR programs and services, interpreting relevant federal and state laws such as FLSA, FMLA, ADA, EO/AA, Title VII, preferably in a higher education setting. BANNER experience desirable.

THE UNIVERSITY: The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

DATE POSTED: February 15, 2023

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Thursday, **March 2, 2023**. Review of applications will begin immediately. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide H1B visa or employment sponsorship.