



# Bluefield State University

## Job Vacancy Announcement

### Human Resources and Benefits Representative

**POSITION TITLE:** Human Resources and Benefits Representative

**JVA #:** 2025-11

**DEPARTMENT:** Office of Human Resources

**POSITION SUMMARY:** Reporting to the Director of Human Resources, the Human Resources and Benefits Representative provides daily administrative support for the institution's employment, benefits, performance management, and employee/labor relations. This position provides administrative support to the Director of Human Resources and performs other duties as assigned that support the department.

**POSITION CLASSIFICATION/ COMPENSATION:** This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available state and/or grant funding.

#### **CORE RESPONSIBILITIES:**

- Performs daily operational and administrative support for human resources business processes of the Office of Human Resources, and assists the Director of Human Resources. Perform customer reception, data entry, typing, copying, monitoring supply inventories, faxing, answering the telephone, and providing accurate information related to human resources to students, employees, and members of the general public.
- Responds to and initiates inquiries (questions regarding HR policies, procedures, job opportunities, advertising, etc.), independently resolving problems whenever feasible.
- Employee Benefits: responsible for helping employees enroll in benefit programs such as health, dental, vision, short-term and long-term disability, life insurance, TIAA Retirement, and Open Enrollment.
- Reviews and verifies incoming and outgoing documentation for completeness, accuracy, and compliance with university HR policies and procedures.
- Assist with preparing and documenting new hire paperwork, such as properly completing the Employer Review and Verification section of the federal Form I-9, and preparing and maintaining new employee personnel files and vacant position search files.
- Perform mail merges to assist with producing employment contracts and relevant communications.
- Process and properly record and maintain recordkeeping regarding a variety of human resources-related information, such as employment applications, and personnel/employment

requests received, separated from service employee personnel files, following established procedures. Record applications for vacant positions and relevant data accurately on tracking spreadsheet(s) to be used for reporting purposes.

- Prepare and send communications as needed to assist with employment processes for students and employees. Assist with preparing reports.
- Perform job duties in accordance with relevant federal and state regulations, policies, and procedures, as well as University policies and procedures.
- May order and maintain inventory of office supplies. May process and properly document department credit card purchases obtaining supervisor's approval in advance for all purchases.
- Perform purchases in accordance with purchasing procedures, including maintaining appropriate documentation regarding payment of credit card purchases and performing reconciliation of fiscal transactions.
- Audit data integrity using BANNER.
- Assist with performing a variety of tasks in the planning and executing of human resources services, special events, and/or special projects.
- Perform creating and/or updating form templates for the supervisor's review.
- Perform other duties as assigned to support the Director of Human Resources.

**MINIMUM REQUIRED QUALIFICATIONS:** Associate's degree from an accredited institution in business or related field, Bachelor's preferred. *(Five years of directly related experience in Higher Education may be considered for an Associate's degree).*

**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](http://www.bluefieldstate.edu).

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://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 transcript verification 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. ***Also, Bluefield State University does not provide H1B visa or employment sponsorship.***

**DATE POSTED:** March 11, 2025

**CLOSING DATE:** For full consideration, applications must be received by 4:00 pm EST, **Tuesday, March 25, 2025**. Applications will be accepted until the 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 an H1B visa or employment sponsorship.*