



Bluefield State University

Job Vacancy Announcement

Human Resources Generalist & Benefits Coordinator

POSITION TITLE: Human Resources Generalist & Benefits Coordinator

JVA #: 2026-33

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.
- Conduct the BSU employment process for salaried and hourly hires, employment changes, and appointment/contract notices. Perform and monitor all aspects of regular-position search processes, to include working with hiring officials prior to posting and preparing job postings, placing internal and external job postings/advertisements, providing training to search committees, receiving and processing employment applications, and facilitating the search process to conclusion. Prepare and conduct within established procedures: reference checks, background checks, new employee orientations, and all other personnel actions.
- 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.
- Administer medical leave and catastrophic leave requests in compliance with established procedure. Track claim status.
- Initiate and implement performance evaluation process with supervisors and maintain employee evaluations, i.e., initial, three-month, six-month, and annual. Monitor the timely completion of performance evaluations.
- Plan and execute employee recognition initiatives. In collaboration with the President's Office, perform all logistics for the annual Employee Recognition and Retiree Celebration event.
- 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.
- Appropriately interpret and communicate HR related policy, procedures, and state and federal policy and regulations to faculty, staff, and members of the public. Periodically review Office of Human Resources website, forms, and resources; update as needed.
- Audit data integrity using BANNER.
- Assist with performing a variety of tasks in the planning and execution 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, General Counsel, and Director of Communications.

MINIMUM REQUIRED QUALIFICATIONS: Associate's degree from an accredited institution in business or related field, Bachelor's preferred. Strong administrative and organizational skills, including proficiency in Microsoft Office Suite and the ability to operate standard office equipment. Excellent written and verbal communication skills are essential, along with a solid command of grammar, spelling, punctuation, and sentence structure. The role demands strong interpersonal skills to maintain cooperative working relationships across all levels of the university and to respond tactfully and professionally to students, employees, and the public. Attention to detail, accuracy in recordkeeping, and the ability to multitask, meet deadlines, and work under pressure with minimal supervision are critical. The candidate must exercise sound judgment in office procedures, maintain strict confidentiality, and preferably have knowledge of BANNER.

PREFERRED QUALIFICATIONS: Bachelor's degree in Business Administration, SHRM-CP, or HRCI PHR. Experience in a human resources support or administrative assistant role.

THE UNIVERSITY: Bluefield State University, a historically Black Institution, is dedicated to preparing students for meaningful careers, informed citizenship, and active community service in an ever-changing global society. We provide affordable and accessible pathways to higher education through certificate, associate, bachelor's, and master's degree programs. **BSU welcomes all qualified candidates to apply.** For more information about the University, please visit 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 BSU 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. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: June 1, 2026

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST on **June 12, 2026**. 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, 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.