

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	HR Generalist
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	53000 - Human Resources
<b>Advertised Salary:</b>	\$45,000-\$47,000 Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.)
<b>FLSA:</b>	Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Full-Time
<b>Union Group:</b>	N/A
<b>Term of Position:</b>	12 Month
<b>At Will/Just Cause:</b>	Just Cause
<b>Summary of Position:</b>	<p>The HR Generalist is responsible for the consistent delivery of a broad range of analytical HR support while administering policies, process, procedures, and programs covering several or all of the following areas: employment, immigration, and labor relations. The HR Generalist must display a commitment to providing superior customer service and value working with a diversity constituency. The HR Generalist is expected to be responsive, excel at problem solving, and possesses the ability to multi-task in a high-volume department. To be successful in the role the HR Generalist must have demonstrated strength in communicating effectively, timely and professionally. Proficiency with MS Office including Excel and the attentiveness to detail is required.</p>
<b>Position Type:</b>	Staff

<b>Required Education:</b>	Bachelor's degree in business with a human resources emphasis or a related field.
<b>Required Work Experience:</b>	At least one year of recent work experience in or related to Human Resources.  Demonstrated proficiency with technology and ability to perform functions in MS Office Suite.
<b>Required Licenses and Certifications:</b>	
<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Office Environment</li> <li>• Bending</li> <li>• Carrying</li> <li>• Moving</li> <li>• Reaching</li> <li>• Sitting</li> <li>• Twisting</li> <li>• Balancing</li> <li>• Lifting</li> <li>• Pulling/Pushing</li> <li>• Repetitive Movement</li> <li>• Standing</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	SHRM – CP or PHR Specific experience in administering policies and programs covering several or all the following areas: recruiting, compensation, employment, immigration and labor relations. Experience with complex data analysis. Experience in a higher education or union environment. Demonstrated knowledge and experience in with an HRS system. Demonstrated knowledge and experience in Banner HR.
<b>Essential Duties/Responsibilities:</b>	Demonstrates commitment to valuing diversity, equity and inclusion and contributes to an inclusive working and learning environment. Serves as the lead and primary contact for all postings within the PageUp System. Serves as the expert resource for identify resources and strategies that departments can use to recruit a qualified, diverse talent pool. Assist applicants with the PageUp application and throughout

	<p>the recruitment process.</p> <p>Responsible for the preparation and processing of new hires and new employee paperwork.</p> <p>Provide complete, accurate and timely data entry in the HRS system.</p> <p>Provide support and assist with the immigration process.</p> <p>Provide payroll review for assigned areas.</p> <p>Provide excellent customer service, be responsive to inquiries, and work to identify and resolve problems.</p> <p>Maintain cooperative professional relationships with applicants, employees, peers, supervisor, managers and the community in general, in a professional manner in-person, via email and other interactions.</p> <p>Responsible for maintaining, reconciling and auditing HR data.</p> <p>Guide faculty and staff in compliance with policies/procedures and contract language. Maintain compliance with federal and state regulations related to HR responsibilities.</p> <p>Carry out responsibilities in accordance with University policies, procedures, and applicable laws.</p> <p>Maintain confidentiality of appropriate HR and employee information.</p> <p>Consistently demonstrate high standards of responsibility with integrity by supporting the FSU mission, vision, and core values.</p> <p>Perform other related duties and functions as assigned.</p>
<p><b>Marginal Duties/Responsibilities:</b></p>	<p>Assist and serve as a functional back-up to other critical Human Resource functions.</p> <p>Provide coordination and support for training and other Human Resources sponsored events.</p> <p>Provide training sessions on appropriate HR topics.</p> <p>Receive, log and process Personnel Action Forms.</p> <p>As assigned, support and/or supervise the shared reception function of the Prakken 150 office suites.</p> <p>Participate in, or chair, various committees as assigned.</p> <p>Attend meetings and conferences as required.</p>
<p><b>Skills and Abilities:</b></p>	<p>Communicate effectively and professionally both orally and in writing,</p> <p>Demonstrated skill in reading and interpreting documents.</p> <p>Compose original written materials.</p> <p>Achieve a strong working knowledge of HRS and applicant tracking system.</p>

	<p>Demonstrated basic mathematics skills, sufficient to perform functions such a percentage, pay and other calculations.</p> <p>Display a high degree of judgement, discretion, and confidentiality.</p> <p>Work cooperatively with a variety of employees, vendors, and departments.</p> <p>Ability to work under pressure with a high tolerance for interruptions while maintaining a high level of accuracy.</p> <p>Ability to have a flexible work schedule, when necessary.</p> <p>Understand complexities of bargaining unit contracts.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Resume</li> <li>• Cover Letter</li> <li>• Unofficial Transcript</li> </ul>
<b>Optional Documents:</b>	SHRM – CP or PHR Certification
<b>Special Instructions to Applicants:</b>	<p>All candidates must submit a cover letter and resume.</p> <p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of Bachelor’s degree in business with a human resources emphasis or a related field.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
<b>Initial Application Review Date:</b>	December 2, 2022
<b>Open Until Position is Filled?:</b>	Yes
<b>Posting Close Date:</b>	
<b>Contact Information and EEO Statement:</b>	<p>For inquiries related to this job posting please contact Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at <a href="http://www.fsujobs.com">www.fsujobs.com</a>.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking</p>

	<p>careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a>. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: <a href="#">Ferris Non-Discrimination Statement</a>.</p>
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