

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Human Resources Specialist
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	53000 - Human Resources
<b>Advertised Salary:</b>	\$19.23 per hour, plus a comprehensive benefit package (health care, vacation, etc.)
<b>FLSA:</b>	Non-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>	The Human Resources Specialist is responsible for assisting with a broad range of Human Resources functions, as assigned.
<b>Position Type:</b>	Staff
<b>Required Education:</b>	Associates degree in business with a Human Resources emphasis or closely related field.
<b>Required Work Experience:</b>	<ul style="list-style-type: none"> <li>• Recent Human Resources work experience, including detailed data input.</li> <li>• Work experience in an office environment that is fast paced and with a high volume of transactions.</li> <li>• Work experience assisting others on a daily basis.</li> <li>• Demonstrated computer data entry and knowledge of Microsoft Office products, specifically Outlook, Word and Excel.</li> <li>• Ability to complete tasks with accuracy and in a timely fashion</li> </ul>

<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>• Pulling/Pushing</li> <li>• Repetitive movement</li> <li>• Standing</li> </ul> <p>The physical demands here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk and hear. The employee is regularly required to use hands or fingers, handle, or feel objects, tools, or controls. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this role include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually low to moderate.</p>
<b>Additional Education/Experiences to be Considered:</b>	<p>Human Resources office experience  Knowledge of federal/local regulations  Knowledge or experience in higher education or a union environment.</p>
<b>Essential Duties/Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Answer a wide variety of Human Resources-related questions and work to resolve employee concerns efficiently and accurately.</li> <li>• Explain and interpret Human Resources policies and procedures.</li> <li>• Enter employee personnel actions into the HRIS system daily.</li> <li>• Perform various HR functions of data collection, data input, and reporting.</li> <li>• Verify information is audited.</li> </ul>

	<ul style="list-style-type: none"> <li>• Review and process employee information in a variety of systems.</li> <li>• Prepare various reports as needed.</li> <li>• Perform audits under the direction of the supervisor.</li> <li>• Perform recordkeeping functions related to employee information and maintain accurate files.</li> <li>• Assist the AVP of Human Resources with various tasks including scheduling, communications, and other department tasks.</li> <li>• Responsible for adherence to and knowledge of federal, state, and local regulations.</li> <li>• Responsible for maintaining the confidentiality of employee information.</li> <li>• Work cooperatively with a variety of employees, vendors, and departments.</li> <li>• Provide excellent customer service; assist others to resolve problems.</li> <li>• Support the maintenance, reconciliation, and audits of HR data.</li> <li>• Perform other related duties and functions as assigned.</li> <li>• Carry out responsibilities in accordance with University policies, procedures, and applicable laws.</li> <li>• Responsible for maintaining confidentiality of all University and employee information.</li> <li>• Consistently demonstrate high standards of responsibility with integrity by supporting FSU mission, vision, and core values.</li> <li>• Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</li> <li>• Serve as backup for other HR Specialist.</li> <li>• Assist with job postings, review and closing of files.</li> <li>• Any other duties assigned within the position classification area.</li> </ul>
<b>Marginal Duties/Responsibilities:</b>	<p>Assist as needed in the office.</p> <p>Ensure documents are current, up to date, and available to employees.</p>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Strong working knowledge of HR systems.</li> <li>• Communicate effectively and professionally, both orally and in writing, in a timely manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work cooperatively with the HR team and Ferris employees, vendors, and departments.</li> <li>• Ability to work under pressure with a high tolerance for interruptions while maintaining a high level of accuracy.</li> <li>• Ability to learn and understand the complexities of bargaining unit contracts.</li> <li>• Demonstrated commitment, experience and understanding for diversity, equity, and inclusion.</li> </ul>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Resume</li> <li>• Cover Letter</li> <li>• Transcript</li> </ul>
<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	<p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of Associate's degree.</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>	February 27th, 2023
<b>Open Until Position is Filled?:</b>	Yes
<b>Posting Close Date:</b>	
<b>Contact Information:</b>	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at <a href="mailto:fsujobs@ferris.edu">fsujobs@ferris.edu</a> .
<b>EEO Statement:</b>	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 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> .
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