

# 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>	\$18.00 an 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. The position will specifically be responsible for the processing of employee personnel transactions.
<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>	Work experience in an office environment that is fast paced and with a high volume of transactions. Work experience assisting others on a daily basis. Demonstrated computer data entry and knowledge of Microsoft Office products, specifically Outlook, Word and Excel.
<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>• Reaching</li><li>• Sitting</li><li>• Twisting</li><li>• Balancing</li><li>• Pulling/Pushing</li><li>• Repetitive movement</li><li>• Standing</li></ul>
<b>Additional Education/Experiences to be Considered:</b>	Preferred: Human Resources office experience Knowledge of federal/local regulations

	<p>Knowledge or experience in higher education or a union environment.</p>
<p><b>Essential Duties/Responsibilities:</b></p>	<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 policy and procedures.</li> <li>* Enter employee personnel actions into the HRIS system, daily.</li> <li>* Track and log employee personnel actions.</li> <li>* Verify employee information is audited.</li> <li>* Review and process new, updated, and termed employee information in a variety of systems.</li> <li>* Prepare various reports as needed.</li> <li>* Under the direction of the supervisor perform audits.</li> <li>* Perform recordkeeping functions related to employee information and maintain accurate files.</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>* Any other duties assigned within the position classification area.</li> </ul>
<p><b>Marginal Duties/Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>* Assist as needed in the office.</li> <li>* Ensure documents are current, up to date and available to employees.</li> </ul>
<p><b>Skills and Abilities:</b></p>	<p>Strong working knowledge of HR systems.  Communicate effectively and professionally, both orally and in writing, in a timely manner.  Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work cooperatively with the HR team and Ferris</p>

	<p>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 learn and understand the complexities of bargaining unit contracts.</p> <p>Demonstrated commitment, experience and understanding for diversity, equity, and inclusion.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> <li>• Unofficial Transcript 1</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>	January 23, 2023
<b>Open Until Position is Filled?:</b>	Yes
<b>Posting Close Date:</b>	
<b>EEO Statement:</b>	<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 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>
<b>Contact Information:</b>	<p>For inquiries related to this job posting, please contact Jennifer Wallace – 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>.</p>