Job Posting

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<td>Generalist, Human Resources</td>
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**Scope of Responsibilities:** Under limited supervision, this position will coordinate all employee benefits, administer staff and faculty recruitment and hiring, electronic personnel data, performance evaluation program, and continuously improve efficiencies of department and services performed; assist the Director of Human Resources as needed.

**Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

**Benefits:** Administer all employee benefit programs; including Medical, Dental, Group Life, Voluntary Life, Long and Short-term Disability, S125, 401(k), Workers’ Compensation, Unemployment Compensation, Tuition Benefit, Benefit Days, COBRA, FMLA, LOA’s, and all other miscellaneous employee benefits programs. Organize all plan documents, reports, and communications with employees. Direct employees to self-service resource solutions when appropriate. Assist employees with enrollment and/or service problems with third party administrators when necessary. Monitor service quality of third party vendors and report to supervisor and/or broker as appropriate.

**Recruitment and Hiring:** Design and administer recruitment and hiring process including advertising, applications, and communications with potential employees and newly hired employees. Consult with hiring supervisors regarding the interviewing and hiring process.

**General Human Resources Duties:** Assist the Director of Human Resources as needed. Design and maintain an accurate and adequate system of electronic employee records. Design and maintain self-service ‘employment link’ of Grace website, and ‘human resources’ link on Grace portal, assuring accuracy and relevancy. Administer the performance development process for all staff employees including management of job descriptions. Coordinate special events including annual employee recognition, annual employee meeting, supervisor orientation, and other events as assigned. Maintain HR department annual calendar. Evaluate and improve human resources operations and procedures. Create and maintain job instructions for all functional areas of the HR Generalist position.

**Front Desk Cashier:** Substitute as the front desk cashier on a weekly sign-up schedule.

**Supervision:** Supervise student employee(s) to include interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employee(s), addressing complaints and resolving problems. Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

**Other Duties:** Serve as back-up in absence of Director of Human Resources and assists with special projects and other duties as assigned.

**Qualifications: Minimum:** Bachelor’s degree in human resource management, business administration, communications, psychology, or a related field. An unrelated field of study with a minimum of three years of HR-related experience would be considered. A working knowledge of employee benefits administration, and/or recruiting with at least two years of experience. Must possess superior communication skills. Must have proven high-quality customer service skills. Must have exceptional analytical abilities. Must have outstanding attention to detail. Must be able to recognize and assess the institutional risks that arise in the normal course of business. Must be a proven team player. Must possess a constructive and creative mindset. Must possess a significant desire for continuous learning. Working knowledge of Microsoft Excel and accounting practices a plus.

**Preferred:** Human Resources certification (PHR or SPHR). Three plus years experience in human resources including employee benefits administration. Working knowledge of employment law. Human Resources experience in a college setting.

**Status:** Full Time, Salaried

A completed employment application must be submitted in order to be considered for employment. Applications are available in the Business Office or can be downloaded at [www.grace.edu](http://www.grace.edu). Employment. Posted: 09/14/10

Grace College and Theological Seminary seeks a diverse work environment by encouraging women and minorities to apply.