

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Human Resources Generalist	Human Resources	Chief Human Resources Officer	1.0	Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

The Human Resources Generalist will assist in duties across the spectrum of Human Resources responsibilities with a focus on Employment/Recruitment.

General Responsibilities:

1. Assist in talent acquisition and recruitment processes.
2. Conduct employee onboarding and help organize training & development initiatives.
3. Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
4. Promote HR programs to create an efficient and conflict-free workplace.
5. Assist in development and implementation of human resource policies.
6. Undertake tasks around performance management.
7. Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates.
8. Organize quarterly and annual employee performance reviews.
9. Maintain employee files and records in electronic and paper form.
10. Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.
11. Ensure compliance with labor regulations.

Expected Areas of Competence:

1. Highly detail oriented; checks own work, keeps accurate records, organizes information effectively.
2. Excellent communication and influencing skills.
3. Demonstrated ability to work effectively with all levels of the organization, in a team-oriented environment.
4. Proven track record of effective process management and improvement.
5. Ability to tolerate ambiguity, handles multiple priorities, and identifies creative solutions to problems.
6. Demonstrated history of taking initiative, meeting commitments, and assisting in the creation of new tools or solutions to achieve business results.
7. High level of energy, personal accountability, and integrity

Qualifications:

Minimum:

1. Bachelor's degree in human resources management, labor relations, business administration or related field
2. 3 to 5 years' experience in HR generalist or specialist role, or an equivalent combination of education and experience.
3. Recruiting, interviewing, and/or selection experience a strong plus.
4. Experience in employee relations, ADA, FLSA, FMLA, EEO, Worker's Compensation, and other general employment laws preferred. PHR certification a plus.

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Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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