**Human Resources Generalist**

**HOLLINS UNIVERSITY**

Hollins University in Roanoke, Virginia is seeking qualified candidates for the position of Human Resources Generalist.

**About the Role**

The Human Resources Generalist is responsible for the daily operations of the Human Resources Office and manages the employee onboarding, offboarding, and transfer processes. This position oversees student payroll employment forms, data entry, and changes; has responsibility for various employee communications and web pages; handles workers’ compensation claims; and leads the employee wellness program. The HR Generalist also posts and tracks data for job ads and maintains the applicant tracking process/system. This position reports to the Chief Human Resources Officer and helps support the HR Administrator as needed.

Specific duties include the following:

* Manage daily HR office operations including paper and electronic files, e-mail, postal mail, check requests, maintenance requests, credit card reconciliations, office supplies, employment posters, etc.
* Manage onboarding, offboarding, and transfer processes for regular, temporary, and staffing agency employees
* Manage employee name and address change processes
* Maintain employee data including demographic, directory, labels, and organization chart information
* Conduct employee background checks
* Complete standard offer letters and annual salary letters
* Complete workers’ compensation claims and OSHA reports
* Complete employment verifications
* Assist with documentation for unemployment claims
* Manage student payroll (work-study and summer) employment forms, data entry, and changes
* Write and edit job descriptions and job ads
* Post and track data for job ads and maintain applicant tracking process/system
* Post and maintain information for employee-related campus and faculty-staff announcements and Human Resources pages on my.hollins.edu
* Oversee employee wellness program, including the employee assistance program (EAP)
* Assist with the Distinguished Service Awards and Employee Service Awards programs
* Assist with the campus community spring lunch and employee gratitude luncheon
* Coordinate the employee United Way campaign

**Position Qualifications**

Successful applicants must have the following qualifications and experience:

* Bachelor’s degree
* Minimum of one year of relevant experience
* Knowledge of and experience researching, interpreting, and applying federal, state, and local employment laws and organization policies
* Excellent communication, interpersonal, customer service, detail, accuracy, organizational, multitasking, project management, decision-making, problem-solving, investigative/research, and critical thinking skills
* Proven abilities to meet deadlines; make sound judgments; manage confidential and sensitive matters; work effectively with internal and external constituents and develop collaborative relationships; and work in a highly interruptive environment with fluctuating priorities
* Understanding of and commitment to working in and fostering an environment of belonging and pluralism
* Microsoft Office proficiency
* Ability and willingness to work evenings and weekends as needed

Preferred candidates will have the following:

* Society for Human Resource Management (SHRM) and/or Human Resources Certification Institute (HRCI) certification(s)
* Experience transitioning onboarding, offboarding, and employment application processes to electronic and self-service formats
* Experience with employment recruitment via social media
* Work experience at a higher education institution
* Experience with ADP Workforce Now and Empyrean Benefits

**Application Process**

Qualified candidates should submit a cover letter and resume to [hollinshr@hollins.edu](mailto:hollinshr@hollins.edu?subject=HR%20Generalist%20Application). Candidates are encouraged to comment in their cover letter on how their contributions will further the university’s efforts to ensure the success and inclusion of all members of its community.  Review of applications will begin immediately and will continue until the position is filled. Semi-final candidates will be asked to submit contact information for three references.  Once the selected candidate accepts a contingent employment offer, criminal history and credit history background checks will be conducted.

**About Hollins**

Hollins University is dedicated to academic excellence, creativity, belonging, and preparing students for lives of purpose.  Hollins provides an outstanding and academically rigorous undergraduate liberal arts education for women and entrepreneurial and innovative graduate programs for all in a gender-inclusive environment.  The university promotes opportunities for research, study abroad, and leadership training, and offers real-world experience through global internships supported by an extensive alumnae/i network.

Hollins University is committed to providing equal opportunity in employment and education to all employees, students, and applicants. No employee, student, or applicant shall be discriminated against or harassed on the basis of race, color, natural or protective hairstyles, age, sex, sexual orientation, religion, ethnic origin or characteristics, national origin or shared ancestry, veteran status, physical or mental disability, pregnancy (including lactation, childbirth, or related medical conditions), genetic information, military status (including active duty service members, reserve service members, and dependents), membership in Uniformed Services, or any other category protected by applicable state and federal laws.

*Visit* [*www.hollins.edu*](http://www.hollins.edu) *for more information.*