

Human Resources Generalist

Job Overview

This position is responsible for the implementation of human resources policies, services and programs particularly in the areas of recruitment, employee relations, and benefits. The Human Resources Generalist reports to the Director of Human Resources.

Duties and Responsibilities

- Manages the recruitment process for select positions including consulting with hiring managers regarding sourcing and selection strategy, overseeing posting and advertising, screening candidates, providing feedback to managers and candidates and closing out search process.
- Partners with the Benefit Specialist to conduct candidate benefit overviews, new employee orientation, and assist with open enrollment.
- Administers the staff FMLA, short term disability, and Paid Parental Leave programs including consulting with staff regarding their benefits and the required process, interfacing with medical professionals, as appropriate, and coordinating with payroll.
- Manages the College's unemployment process by responding to claims, filing disputes and working with arbitrators.
- Administers the ADA Request for Accommodation process for faculty and staff.
- Provides employee relations support to managers and employees in areas such as performance management and conflict resolution. Develop knowledge regarding College policies and conduct investigations, as appropriate, when employee concerns or grievances are raised.
- Coordinates annual service award events including the campus assembly, dinner for award recipients and gift program.
- Manages projects, as assigned. Projects could include research, policy or process review and recommendations, program development, benefit implementation, training and education, compensation analysis, etc.

This job description is intended to represent key areas of responsibilities; specific assignments may vary from time to time depending on the operational needs of the department.

Qualifications

- Bachelor's degree required, preferably in Human Resources, Organization Development, Business, or related field
- Five plus years of progressively increasing experience in Human Resources positions
- Demonstrated success hiring strong performers
- Experience administering benefits programs
- Strong knowledge of employment law and practices
- Strong analytical skills and attention to detail
- Effective oral and written communication including strong presentation skills
- Excellent interpersonal and coaching skills

Physical Requirements

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 10 pounds.

FLSA Status - Exempt

As a Christ-centered community, Wheaton College faculty and staff must affirm the College's Statement of Faith as expressing their own theological convictions and agree to live by the moral standards in Wheaton's Community Covenant, modeling these commitments for the Christian formation of our students. Wheaton College faculty and staff also support the Christ-Centered Diversity Commitment which highlights our desire to treat all individuals as equal image-bearers of Jesus Christ through diversity, inclusion, justice and unity.

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