Human Resources Generalist

Department: Human Resources / Business and Finance
Reports To: Vice President for Human Resources
Employment Status: Full-Time

Position Summary

The Human Resources Generalist is responsible for providing professional-level human resources support and guidance in the areas of recruitment, employee relations, onboarding, benefits administration, payroll coordination, finance and budgeting, and employee development. The position supports the mission, vision, and values of the institution by promoting a positive workplace culture and maintaining accurate employee records.

Essential Duties and Responsibilities

1. Coordinate recruitment and hiring activities for faculty, staff, and student employees.
2. Prepare and post job advertisements on various recruitment platforms.
3. Assist employees with enrollment and changes related to benefits programs.
4. Maintain accurate benefits records and ensure compliance with plan requirements.
5. Coordinate payroll-related documentation and personnel action forms.
6. Assist with student accounts and provide support for Bursar's Office operations.
7. Monitor employee leave balances and assist with leave administration.
8. Ensure confidentiality and security of employee records.
9. Ensure compliance with applicable federal and state employment laws and regulations.
10. Support institutional audits, accreditation reviews, and reporting requirements.
11. Maintain HR policies, procedures, and employee handbook updates.
12. Participate in committees and special projects as assigned.

Required Qualifications

- Bachelor’s degree in Business Administration, Higher Education Administration, Human Resources, or a related field.
- Minimum of three (3) years of progressively responsible human resources experience.
- Knowledge of employment laws, regulations, and HR best practices.
- Excellent written, verbal, and interpersonal communication skills.
- Proficiency in Microsoft Office Suite, ADP, and HR information systems.
- Ability to maintain confidentiality and exercise sound judgment.

Application Process

Interested candidates should submit the following:

- Resume
- Official transcripts
- List of three professional references

Application materials should be emailed to: alawson@morris.edu.