

JOB POSTING

Human Resource Representative

(Beckley Campus)

Summary of Responsibilities:

Employment/Performance/Employee Relations

- Post vacancies and manage the hiring process
- Maintain job files and EEO information
- Review applications for minimum qualifications
- Orient search committees and oversee search committee process (May be non-voting chair of committees to assist in timeliness of hiring)
- Manage vendor background checks and employment references including adverse action letters
- Conduct new hire orientation
- Maintain a performance management system
- Complete employee exit interviews
- Assist in counseling employees and supervisors on various human resource related policies and procedures including completion of PIQ forms, benefit eligibility, leave management, performance evaluations, etc.
- Assist with employment letters and contracts, processing of Personnel Action forms (WV11s), and employment related correspondence including adverse action letters and notification to unsuccessful applicants

Leave/Benefits

- Oversee the leave management system
- Establish and terminate employee leave management accounts
- Edit individual employee leave calendars as needed
- Complete annual liability report for sick and annual leave balances
- Administer catastrophic leave
- Manage and maintain the medical management process including Worker's Compensation, FMLA, and HIPPA compliance
- Serve as Benefits Coordinator
- Establish Open Enrollment Sessions for employees on various campuses
- Coordinate with retirement programs to establish individualized employee sessions
- Maintain years of service data
- Manage employee recognition and other employee related activities

Administrative

- Participation on college and statewide committees; attend state HRA/CUPA conferences/meetings as deemed necessary
- Gather data and assist with reports such as IPEDs, CUPA-HR Salary, Affirmative Action, etc.

- Assist in Training and Development activities for supervisors, faculty and staff including development and delivery of information
- Assist in management of the daily operations for the Office of Human Resources
- Resolve leave and benefit issues
- Resolve pay issues for faculty, staff, adjunct faculty, extra help, etc.
- Provide guidance to employees and supervisors regarding Employee Handbook and policy and procedures
- Supervision of extra help/RSE employees and assist in supervision of full-time employee(s) in the absence of the Director
- Assist in the management of legal proceedings including grievances, unemployment, Human Rights, etc.
- Position may require travel between campuses

Education:

- Bachelor's degree in Business Administration, Human Resources or closely related field

Experience:

Over two years of experience in the following areas:

- HR Generalist experience at an exempt level. Experience should be in the areas of recruitment, selection, retention, benefits administration, leave administration, performance management, workers compensation, and unemployment
- Computer experience including word processing, spreadsheet, database, PowerPoint and HRIS systems
- Presentation and training experience including development and delivery of materials related to human resources

Preference may be given to candidates with personnel background in the areas of development and implementation of policies and procedures, interpretation of state and federal laws, legal proceedings, unemployment hearings, grievances, etc. Previous experience in higher education/college or governmental setting is preferred.

An equivalent combination of education and related experience are acceptable.

Skills, Knowledge and Abilities:

- Communication skills to include the ability to communicate with various individuals with diverse backgrounds
- Ability to work independently, without supervision
- Ability to problem-solve and manage rapidly changing priorities
- Ability to generate reports using BANNER and Excel
- Ability to train others including professional presentations to diverse individuals
- Excellent writing, communication and interpersonal skills

- Tact and skill in handling sensitive and confidential information
- Computer literacy including word processing, PowerPoint, spreadsheets and HRIS systems
- Knowledge and ability to interpret state and federal laws guiding human resources
- Knowledge of legal proceedings, workers compensation and unemployment

Applications:

This is an exempt pay grade 16 position with a salary of \$28,821 and reports to the Director of Human Resources. Candidates must submit the following material: Cover letter to include position of interest, resume, contact information for three references and copies of college transcripts must be submitted to: New River, Human Resources, 167 Dye Drive, Beckley, WV 25801; fax to (304) 929-6707 or email to hr@newriver.edu. For full consideration, application material must be received by **January 25, 2010**. Open until filled. Only candidates meeting the minimum qualifications will be considered. All positions are subject to funding availability. AA/EOE