

Lincoln University Job Description

Job title:	<i>Human Resources Generalist</i>
Department:	<i>Human Resources</i>
Reports to:	<i>Director of Human Resources</i>

Job Summary:

The Human Resources Generalist is the focal point for compensation administration. The Generalist relies on professional experience, judgment, and specialized training and education to accomplish individual and department performance objectives; and, demonstrates major expertise in a variety of front-end and back-end HRIS, HR policies, programs, and processes to ensure compliance with applicable laws and university policies, and meet the goals of the University's Strategic Plan.

Qualifications:

- Bachelor's Degree in related field preferred.
- PHR Certification preferred.
- Proven track record of at least five years of results-oriented and related professional work experience.
- Experience working with Datatel and Paychex eServices preferred.
- Advanced technical proficiency in MS Office Suite of Applications, i.e., Outlook, Word, PowerPoint, Access, and Excel.
- Demonstrated working knowledge of compliance standards and/or best practices in strategic HR management, employment laws and trends, training and professional development, recruitment and retention strategies, and total rewards systems.
- Exceptional analytical, presentation, writing, creativity, time management, organizational and interpersonal communication skills.
- Commitment to professional development and career advancement.

Essential Duties and Responsibilities:

- Determine and implement strategic application of existing and available integrated technical tools and systems to increase operational efficiency.
- Design and implement applications to complete, track and report employment actions, trends, metrics and measurement; and develop and implement web-based self-service HR tools, HR communications; and other automated functions.
- Partner with department administrators across the University to complete the annual staffing allocation and salary budget and administration project and ensure staffing levels are conducive to operational needs.
- Facilitate the establishment and maintenance of a total rewards program inclusive of variable compensation and merit pay systems to incent employees to perform at

- high levels, and structured pay scales to ensure compliance with federal wage/hour laws and to promote equity and consistency across divisions.
- Maintain job descriptions to ensure compliance with the Fair Labor Standards Act (FLSA) and positions are classified according to departmental requirements.
 - Develop and maintain the HR link on the University's website and automated self-service tools.
 - Contribute to the HR policy and procedure development process.
 - Update and maintain the University's Affirmative Action Plan as required by the Equal Employment Opportunity Commission (EEOC)
 - Complete cyclical and special projects as assigned.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected as well as visits to satellite locations. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

Application Submission:

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications and experience.
- Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources
Lincoln University
1570 Baltimore Pike
P.O. Box 179
Lincoln University, PA 19352

Or

Email: apply@lincoln.edu