

Position	Department	Reports to
Employment Specialist	Human Resources	Director, Human Resources

Scope of Responsibilities: Under limited supervision, this position will use human resource best practices to coordinate staff and faculty recruitment and hiring, maintain an electronic personnel data management system, and support the compensation system.

General Responsibilities: Recruitment and Hiring: Develop recruitment strategies to increase diversity within the organization. Design and maintain self-service 'employment link' of Grace website. Manage and update job descriptions for open positions including job requirements, essential job functions, and selection criteria. Prepare and post job advertisements. Provide consultation to managers and the academic office in the recruitment, interview, and selection process by evaluating and referring qualified applicants for specific job openings, guiding the interview process, supporting or conducting reference checks on final candidates. Review and update federal and state required employment postings. Maintain current knowledge of competitive employment and recruiting technology and advertising. Provide leadership in the onboarding of new employees, including recommending or providing supervisor and other related training. **Personnel Data Maintenance:** Maintain a confidential, accurate, and adequate system of electronic employee records assuring compliance with all established state and federal laws, as well as internal governing policies and procedures. Assure the accurate set-up and maintenance of all relevant employee data in the HRIS and generate various reports as needed or requested. Report new hire information to appropriate government agencies and verify eligibility to work through I-9 verification and E-Verify. Administer Bureau of Motor Vehicle reports and criminal record checks. Process employment verifications. Manage unemployment claims. Ensure compliance with records retention policy. **General Duties:** Other duties as assigned to fulfill the goals of the department and mission of the institution.

Other responsibilities: Serve on institutional committees as requested. Perform exit interviews.

Qualifications: Minimum: Bachelor's degree in human resource management, business administration, or a related field. An unrelated field of study with a minimum of three years of HR-related experience would be considered. Minimum two years of related human resources experience. Knowledgeable in HR information systems and proficiency with computer applications such as Microsoft Office, Excel, database systems, etc. Excellent knowledge of state and federal employment and employee benefit laws and regulations. Experience using an applicant tracking system to manage applicant pools and job requisitions. Ability to analyze, interpret, and apply complex rules and regulations in problem solving and consulting with employees and applicants regarding employment. Demonstrated commitment to diversity, confidentiality, and professional ethics that are consistent with the institution's mission. Excellent time management skills and superior, proven attention to detail. Superior communication skills including the ability to write clear, precise, well-organized memos, letters, and proposals while using appropriate vocabulary, grammar, and word usage. Excellent interpersonal skills to communicate and cooperate with a diverse constituency at all levels of the institution and off campus. Demonstrated mature Christian faith and commitment and support of the institution's mission.

Preferred: Human Resources certification (PHR or SPHR), (SHRM-CP or SHRM-SCP). Human resource experience in higher education and/or comparably complex non-profit organization. Three or more years' experience in human resources including recruitment.

Status: Full Time; Exempt

A completed staff application, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment.

Posted: 7-18-17