JOB DESCRIPTION

TITLE

HR Generalist

JOB SUMMARY

Performs responsible work in the coordination of student employment positions for TWU students seeking on campus part-time employment. Responsibilities include assisting students with submitting documentation required for processing part-time employment forms, and serving as campus liaison assisting departments with student employment concerns. Work is performed under light supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director, Human Resources

Supervises: May supervise Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Interfaces with students as they seek help regarding part-time employment concerns.
- Conducts website review for accuracy of information and links.
- Enters student data on-line as needed by payroll for processing student pay. Ensures accurate and timely processing of all forms, documents and requests. Ensures compliance with Federal and State laws and regulations.
- Verifies student eligibility and financial aid award to assist with the proper completion of the employment forms.
- Issues all on-campus work permits.
- Updates student employment forms as necessary.
- Maintains and prepares statistical student employment data and reports.
- Maintains a variety of complex and or confidential records and files.
- Hires/trains and supervise students working in the Office of Human Resources.
- Assists Executive Director with planning goals and objectives for the student
employment program.
- Participates in the development of policies and procedures.
- Recommends new approaches, policies and procedures to management for continual improvements in efficiency of the functional area/areas.
- Responds to telephone questions and inquiries from visitors on departmental policies and procedures.
- Composes routine correspondence to supervisors of student workers concerning outstanding employment paperwork.
- Processes and audits I-9s for student employees.
- Performs E-Verify data entry and processing.
- Processes background checks for student employees.
- Tests and confirms newly installed Oracle patches for impact on functionality in system.
- Serves as a back-up for all functional areas.

**ADDITIONAL DUTIES**

- Performs other duties as requested.

**EDUCATION**

High school diploma or equivalent required. Bachelor’s degree in Human Resources or a related field of study preferred. PHR certification preferred.

**EXPERIENCE**

Four years of progressively responsible Human Resources experience preferably in higher education.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to plan, direct, and evaluate a complex operation, using human resources time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
• Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
• Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
• Ability to communicate effectively orally, by phone, in person, and in writing.
• Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ___________________________ Date: ____________
Employee Printed Name: __________________________
Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.