



JOB DESCRIPTION



INFORMATION			
Job Title:	<i>HR Generalist</i>	Wkly. Hrs./Weeks:	29/52
		Pay Grade:	
Department:	HR	Classification	
Reports To:	Benefits Manager/HR Director	Effective Date:	10/08/2018

SUMMARY
Provides first-line assistance to employees, applicants and the general public regarding general human resources administrative matters. Provides reception services, answers basic questions, provides standard policy/procedural information, and performs routine problem resolution or referral on matters pertaining to employment, employee benefits, compensation, and/or employee relations administration. Reviews, processes, routes and/or manages a wide range of incoming staff personnel and benefits documentation and records following established confidentiality and records retention procedures.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none">• Provides information and assistance to job applicants with respect to the job search and application process; assists applicants with routine questions about job vacancies and application status; refers requests for in-depth job search assistance to recruitment specialists.• Provides general information and answers routine questions regarding the application of human resources policies and procedures to employees; refers questions or concerns requiring policy interpretation to more senior HR staff, as appropriate.• Receives, reviews, and processes documents pertaining to new hires, benefits enrollment, separations, and personnel actions, verifying for completeness, accuracy, and compliance with established policy and procedural requirements.• Follows up with department representatives as necessary to ensure resolution of problems involving incomplete, inaccurate, or non-compliant documentation.• Provides general information and assistance on employee benefits, enrollment procedures and documentation, claims processing, and provider listings; refers complex issues requiring interpretation to Benefits Manager.• Maintains and updates documentation tracking systems and databases; ensures proper recording, routing, retention, storage and/or disposition of all documents received by the department, in accordance with established policies and procedural guidelines.• Maintains and updates database, records retention schedules and inventory of records. Retrieves, allocates space and stores records, files and boxes of records in accordance with policies and procedures.• Performs data entry and retrieval, creates queries, produces reports and coordinates research projects as needed or requested.• Assist with special projects or events as assigned.• Processes electronic employee documents.• Performs other miscellaneous, job-related duties as assigned.• Regular attendance is essential

COMPETENCIES
<ul style="list-style-type: none">• Skill in the use of personal computers and related software applications.• Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.• Ability to use independent judgment and to manage and impart confidential information.• Records maintenance skills.• Knowledge of legal requirements for the acquisition and retention of employment and/or contract data and documentation.• Demonstrated ability to maintain confidentiality.

- Knowledge of human resources processes, procedures, and documentation, as applicable to a public institution.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to maintain high accuracy and work quality standards.
- Data management and tracking skills.
- Working knowledge of ADP is helpful.
- Ability to work effectively in a team environment.

QUALIFICATIONS

Minimum requirements to be considered for this position:

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- Education: Bachelor's degree preferred.
- Experience: 1+ years in an HR office preferred
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Have computer proficiency.
- Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

WORKING CONDITIONS

List general working conditions for this position:

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- No or very limited exposure to physical risk.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

APPLICATION PROCESS

In order to be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email (humanresources@masters.edu) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University or Seminary. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.