

Graduate Theological Union

Seeking a Human Resources Generalist

ORGANIZATIONAL OVERVIEW

Located in Berkeley, California, the Graduate Theological Union (GTU) is the one of the largest and most diverse partnership of seminaries and graduate schools in the United States. The member schools, centers, institutes, and affiliates of the GTU actively engage the world in all its diversity—provoking new thought, igniting expanded spiritual awareness, and transforming lives. The GTU is committed to being a center where the world's great religious traditions engage one another, so that the next generation of scholars and religious and non-profit leaders can have unique opportunities to prepare for the diverse contexts in which they will teach and lead.

The GTU has joined forces with another member school, the Pacific School of Religion (PSR) in a combined department of human resources. The Human Resources Generalist is a full time position. Under the supervision of the Director of Human Resources, the Human Resources Generalist will perform both hands-on and strategic roles in providing expertise in areas of benefits, HRIS, onboarding, and other areas for the shared services clients. S/he will also be relied upon to identify opportunities to improve programs, processes, and communications to yield greater effectiveness and results.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assists in development and implementation of personnel policies and procedures
2. Processes employment onboarding paperwork
3. Assists in other employment activities such as interviews, job postings, and reference checks
4. Assists with new hire orientations
5. Administers benefit programs & performs benefits administration to include enrollment, change reporting, approving invoices for payment, and communicating benefit information to employees
6. Maintains Human Resource Information System records and compiles reports from databases
7. Assists in evaluation of reports and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
8. Maintains schools' organizational charts
9. Maintains personnel files (electronic and paper)
10. Monitors performance evaluation programs
11. Performs other related duties as required and assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge

1. Considerable knowledge of principles and practices of human resources administration, especially in the areas of benefits and HRIS.

Education

1. A bachelor's degree and at least four (4) years of Human Resources generalist experience, preferably in an institution of higher education
2. Professional in Human Resources (PHR) certification preferred.

Experience and Skills

1. Demonstrated experience with Ellucian Colleague and/or ADP systems for payroll and human resources, preferably in an institution of higher education;
2. Ability to exercise independence in areas of professional judgment;
3. Ability to work independently and to prioritize responsibilities;
4. Strong organizational skills;
5. Demonstrated experience handling administrative tasks speedily and accurately;
6. Demonstrated effective interpersonal, written and oral communication skills;
7. Demonstrated ability to exercise diplomacy, and confidentiality in complex and sensitive situations;
8. Proven ability to handle confidential material accurately and with sensitivity;
9. Capable of handling multiple tasks while maintaining poise under sometimes stressful conditions;
10. Comfortable working with numbers;
11. Strong customer service skills;
12. High comfort level with technology and software applications required in human resources process, including Microsoft Office (Excel, Word, PowerPoint), Internet and e-mail;
13. Ability to read, analyze, and interpret governmental regulations;
14. Ability to write reports, business correspondence, and procedure manuals;
15. Ability to interpret a variety of instructions furnished in written and oral form;
16. Ability to effectively present information and respond to questions from managers, faculty, staff, students;
17. Ability to work effectively in a multicultural and diverse community.

APPLICATION PROCESS

Candidates should submit a letter of application addressing qualifications, resume, and names/contact information for three professional references to:

Debi Walker, Human Resources Director
Graduate Theological Union
dwalker@gtu.edu

Applications will be reviewed as received

GTU is an Equal Opportunity Employer

Compensation Package

Includes family medical and dental insurance, long-term disability insurance, employer contribution to 403(b) retirement account, paid vacation & sick leave, numerous paid holidays each year including a week at the end of December, and parking.