

Position Announcement

Human Resources Generalist



The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of **Human Resources Generalist**. This position reports to the Chief of Staff & Board Liaison. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The System office is located in Jackson, Mississippi.

Job Summary

This position performs duties associated with human resources and payroll functions. Work involves performing professional work in one or more areas to include training, employee benefits, recruitment, onboarding, and/or payroll. Position requires understanding and compliance with federal and state laws and regulations and IHL policy and procedure and considerable contact with departmental supervisors, staff and the general public.

Essential Functions

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

- Conducts new employee orientation including educating the employee on IHL policies, internal procedures, and regulations, and exit process for employees.
- Maintains physical and digital personnel records for each employee.
- Provides support to managers for the Performance Management System including developing and revising job descriptions.
- Represents the Department of Human Resources during annual events such as open enrollment and benefit fairs.
- Counsels employees regarding policies and procedures related to employee benefits.
- Coordinates activities associated with the proper processing of the employee insurance benefits program for enrollment and changes, and retirement participation.
- Provides support within the areas of payroll, retirement, insurance, creating reports, the leave management system, processing W2s, the Affordable Care Act.
- Provides guidance to management on their hiring needs, the application and hiring process, and screening applications to ensure that the posted minimum qualifications are met.
- Communicates with applicants on the application process including scheduling job interviews and drafting responses to applicants.
- Provides support to management in creating and planning training programs such as cyber security awareness, email etiquette, professional telephone skills, etc.
- Sort and update records, dispose of old records properly, and contact employees to update their contact information and other key documents.
- Works effectively as a team member with other members of management and the HR staff. Supports the overall operation of the Department of Human Resources.
- Perform similar or related duties as assigned.

Competencies

- Knowledge of administrative tasks and responsibilities
- Excellent verbal and written communication skills
- Computer skills, including data entry, data processing and communication tools
- Leadership and coaching skills
- Strong empathy and interpersonal skills
- Detail-oriented with excellent organizational skills

Supervisory Responsibility

This position has no supervisory responsibilities.

Education and Experience

Bachelor's degree from a four-year college or university in human resources, business, or a related field and 0-2 years of experience or an equivalent combination of formal training and experience.

Must have extensive experience in handling confidential information and understand the importance of maintaining confidentiality to abide with state and federal laws. Preferred work experience using Banner, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Demonstrated skills in customer service, analytical thinking, active listening, and problem-solving.

Working Environment

This position operates in a professional office environment. This role routinely uses standard office equipment. Applicant is also required to be able to perform assigned duties within a teleworking environment.

Mental/Physical Requirements

While performing the duties of this position, the employee is regularly required to talk and hear. The employee must be able to remain in a stationary position 50% of the time. The employee is also required to use hands to finger or grasp objects, tools, or controls and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this position include close vision.

Position type and expected hours of work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. After-hours may be required in some circumstances.

Travel

Some travel may be expected for this position.

Application Requirements

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references. Review of applications will begin immediately and will continue until the position is

filled. Women and minorities are encouraged to apply. To apply for this position, submit an official [IHL Application for Employment](#), along with the documents noted above to the following address:

**Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211**

Applications may also be emailed to: hr@mississippi.edu or faxed to 601.432.6129.

For more information regarding IHL, visit our website at www.mississippi.edu/ihl

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer. IHL participates in the E-Verify Employment Verification Program, and all offers of employment are contingent upon completion of a satisfactory background check.