

## **Waldorf University**

### **Job Description**

**Job Title:** Human Resources Generalist

**Department:** Human Resources

**Reports to:** Vice President of Human Resources, Columbia Southern University

**FLSA:** Exempt

**Hours:** Monday through Thursday 8:00 AM to 5:00 PM and Friday 8:00 AM to 3:00 PM  
(extended hours when requested)

**Location:** Orange Beach, AL

#### **Job Summary**

The Human Resources (HR) Generalist is responsible for performing HR-related duties and supports the initiatives of the Human Resources Department for Waldorf University (Orange Beach location). The position holds responsibility and assists with the following aspects of Human Resources to include, but not limited to onboarding, training, recruiting, employee events, employee relations, policy development, and performance management.

**Essential Job Tasks** *Additional duties may be assigned.*

- Works collaboratively with the CSU Human Resources Department and the Waldorf HR Manager, by serving as a liaison between Waldorf Orange Beach and the Waldorf Forest City locations.
- Maintains positive, favorable, and effective relationships among all Waldorf employees by being a liaison, mediator, and facilitator of meetings between Waldorf leaders and employees as required.
- Assists with maintaining employment records related to events, such as hiring, separation of employment, transfers, or promotions, using the company's internal software.
- Provides guidance with recruitment efforts, and offers support to the recruiting team to enhance current recruiting methods.
- Ensures legal compliance by monitoring and implementing applicable HR Federal and state requirements; offers guidance and support to employee relations areas while conducting investigations, and maintaining records.
- Oversees, refines, and directs employee standards by referring to the existing, and recommended policies and procedures of the University.
- Assists in the development and implementation of employee policies and procedures by researching and benchmarking policy information to ensure accuracy and compliance with all guidelines required by law; provide updates appropriately to the director. Works collaboratively with the Waldorf HR Manager to update and maintain the Waldorf Employee Handbook for all locations of Waldorf.
- Monitors the employee performance evaluation program and revises as necessary.
- Assists with interviewing, hiring, and training employees; planning, assigning; appraising performance; rewarding and disciplining/coaching employees; addressing complaints and resolving problems.

- Advises department leadership on organizing, preparing, or implementing recruiting and/or retention programs.
- Promotes maintains and enhances workplace culture within the Human Resource department and university.
- Participates in developing department goals, objectives, and systems.
- Participates in administrative staff meetings and attends other meetings and seminars as necessary.
- Maintains Waldorf Orange Beach organization charts and employee directory.
- Assists in the evaluation of reports, decisions, and results of department in relation to established goals.

## **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 required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Knowledge, Skills, & Abilities**

### **Knowledge**

- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computer - Knowledge of basic computer processes including word processing, web browsing, and Microsoft Office including Basic Microsoft Excel.
- Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, employee relations and HR information systems.
- Administration & Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Law and Government - Knowledge of employment laws, precedents, and government regulations.

### **Skills**

- Critical Thinking - Uses logic and reasoning to look at different types of information in order to make conclusions and work through problems.
- Active Listening - Gives full attention to what other people are saying and taking time to understand the points being made.
- Judgment and Decision Making - Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Management of Personnel Resources - Motivating, developing, and directing people as they work, identifying the best people for the job.

- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

### **Abilities**

- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.

### **Education & Experience**

- Bachelor's degree in Human Resources Management or Business required.
- Three (3) to five (5) years of HR experience required.
- SPHR or PHR certification preferred.

### **Equipment Used**

- Office equipment including computers, telephones, printers, faxes, and copiers.
- Software used includes Microsoft Word, Excel, Outlook, and internal database software.

### **Work Environment**

Works primarily within a climate-controlled environment within an office setting, mostly sedentary with frequent sitting, occasional walking and lifting, and frequent near vision use for reading and computer use. The noise level is generally moderate.

### **Supervisory Responsibilities**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.