

JOB LISTING

Human Resources Generalist

Position Available: Immediately

Posting Date: 08/08/2014

End Date: Open until filled

Maryland University of Integrative Health (MUIH) is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated practitioners in health and wellness through transformative and relationship-centered programs that draw from traditional wisdom and contemporary science. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. In our on-campus Natural Care Center and community outreach settings, we provide compassionate and affordable healthcare from student interns and professional practitioners and deliver more than 35,000 clinical treatments and consultations each year.

MUIH is seeking a talented individual to serve as Human Resources Generalist in its restructured Office of Human Enrichment. The HR Generalist touches the entire MUIH community, supporting the staff and faculty of the University in their quest to carry out the mission of MUIH. Reporting to the Director of Human Enrichment, this position is full-time.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Coordinating search processes (ensuring EEO compliance), including:
 - Preparing job postings
 - Advertising open positions
 - Reviewing resumes
 - Preparing resumes for distribution
 - Assisting search committees
 - Preparing and maintaining recruiting reports
 - Conducting phone screens
 - Scheduling interviews
 - Conducting reference and background checks
 - Preparing offer letters
- Onboarding new employees to the University, including:
 - Ensuring generation and distribution of email/login credentials
 - Coordinating space, IT, and other issues
 - Ensuring new hire and benefits paperwork is properly completed
 - Conducting orientation meetings
- Entering/updating employee data into the University's data and payroll systems
- Ensuring employees are properly enrolled in benefits and updating information as needed
- Administering and tracking participation in the University's performance management system
- Administering employee training programs
- Conducting open enrollment for the University's benefit programs
- Assisting with the production of teaching agreements for each trimester

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- Processing paperwork and timesheets for payroll
- Administering the University's leave policies, including:
 - Communicating with employees and explaining leave policies, benefits, and procedures
 - Preparing proper correspondence
 - Tracking leave in coordination with applicable policies and leave laws
- Ensuring proper completion of HR related forms and gathering signatures as needed
- Processing invoices for payment approval
- Ensuring the integrity of HR practices and policies, including compliance with state and federal requirements as well as alignment with the University's mission, vision, and values, and ensuring manager and employee understanding of same through education, communication, and consistent practices
- Collecting data and preparing reports relative to HR metrics (e.g. recruitment, retention/turnover, training and development, compensation, benefits, etc.)
- Managing the employee files and HRIS
- Promoting good team work practices
- Administering and tracking the Human Enrichment budget
- Processing employment verifications and handling other inquiries
- Keeping abreast of trends and best practices in higher education human resources management
- Coordinating the termination process, including scheduling exit interviews, completing necessary paperwork, and updating all systems necessary
- Performing other duties as assigned

Qualifications

Required:

- Bachelor's degree
- 3+ years of experience in human resources in a generalist capacity, including experience processing payroll and administering benefits
- Superior computer skills, including proficiency in a Windows-based computer environment and extensive knowledge of MS Word, Excel, and Outlook
- Knowledge of and skill in applying the principles, practices, and procedures of human resources administration in the areas of recruitment and employment, classification, benefits, and employee development and training
- Demonstrated effective, accurate, and clear communication with excellent verbal, written, interpersonal, reading, phone, and customer service skills
- Ability to handle all activities and highly confidential information with patience, discretion, excellent professional judgment, courtesy, and tact while working with people from a wide variety of backgrounds
- Knowledge of and skill in interpreting and applying state and federal statutes and applicable rules and regulations related to the management of human resources

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- Acute attention to detail as well as a well-organized and demonstrated ability to prioritize multiple-tasks and achieve desired results within set deadlines
- Ability to analyze a situation, formulate responses, and take appropriate action
- Alignment with the University's mission, vision, and values

Preferred:

- College/university human resources experience
- PHR or equivalent certification
- Experience with ADP payroll systems

To apply: Interested individuals should forward a resume with a cover letter that includes desired salary range to our Office of Human Enrichment at jobs@muih.edu, referencing "1433 – Human Resources Generalist" in the subject line of the email.

Maryland University of Integrative Health is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. Equal Opportunity Employer