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 human resources expertise in areas of benefits, HRIS, onboarding, and other areas for all 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 AND RESPONSIBILITIES:
1. Processes employment onboarding paperwork
2. Assists with new hire orientations
3. Administers benefit programs & performs benefits administration including enrollment, change reporting, approving invoices for payment, open enrollment, and communicating benefit information to employees
4. Maintains HRIS records and generates reports from the databases of each school (ADP & Ellucian Colleague) as requested
5. Assists in other employment activities such as interviews, job postings, and reference checks
6. Assists in maintaining personnel files (electronic and paper)
7. Monitors performance evaluation programs for each school
8. Assists in development and implementation of personnel policies and procedures
9. 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.
10. Maintains schools’ organizational charts
11. Performs other related duties as required and assigned.

MINIMUM QUALIFICATIONS REQUIRED:

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

Education and Work Experience:
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 (ie: PHR or PHR-CA) certification preferred.
Experience and Special Skills:
1. Demonstrated experience with Ellucian Colleague and/or ADP systems for payroll and human resources;
2. Strong organizational skills;
3. Demonstrated experience handling administrative tasks speedily and accurately;
4. Capable of handling multiple tasks while maintaining poise under sometimes stressful conditions;
5. Ability to exercise independence in areas of professional judgment;
6. Ability to work independently and to prioritize responsibilities;
7. Demonstrated effective interpersonal, written and oral communication skills;
8. Demonstrated ability to exercise diplomacy, and confidentiality in complex and sensitive situations;
9. Proven ability to handle confidential material accurately and with sensitivity;
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, and numerous paid holidays each year - including a week at the end of December.