**Personnel Generalist**

University of Nebraska – Lincoln

This position will work in conjunction with the Business Manager and the Unit Heads, in all aspects of Human Resources for the units served by the Beadle Business Center. Provide advice, counsel, and/or interpretation regarding UNL personnel policies and procedures, employee relations issues, and State/Federal employment regulations for faculty and staff. Work with hiring managers to facilitate the classification and hiring processes. Acquire information for and process Personnel Action Forms (PAFs), e.g., new hires, re-hires, funding changes, appointment changes/extensions, error corrections and retroactive PAFs. Other duties as assigned.

The University of Nebraska-Lincoln seeks to attract and retain a high performing and diverse workforce in which employees’ differences are respected and valued to better meet the varying needs of the diverse populations we serve. The university fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential. As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. See: http://www.unl.edu/equity/notice-nondiscrimination.

Minimum Required Qualifications

Bachelor’s degree plus three years of experience in personnel, payroll, employee relations or closely related field; equivalent education/experience considered. Working knowledge of accounting, budgeting, personnel or payroll practices. Experience with large integrated HR/financial management system and PC-based word processing, spreadsheet and database software programs. Basic knowledge of federal and state personnel regulations including hiring, employee relations and payroll.

Salary: $38,896 minimum

Applicant review date: 01/02/19

For more details and to apply please go to:

<http://employment.unl.edu/postings/62043>