**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 AEM 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. Serve as backup to the Personnel Associate for payroll functions.

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>.

**For more information and to apply,** please go to https://employment.unl.edu Applicant review date: 04/10/19