Human Resources Specialist

Application Review Date: August 16, 2021

Come join our team! We are seeking a Human Resources Specialist to support the Student Affairs team!

Description of Work:

The Human Resources Specialist serves as a customer – facing, consultative role and is responsible for providing human resources support in a timely and accurate manner an in compliance with all applicable institutional, UNL, State, and Federal regulations, policies, and guidelines.  

The Human Resources Specialist provides departmental human resource- related support primarily in the administration and management of Family Medical Leave within the Division of Student Affairs. The Human Resources Specialist will also provide transactional support, guidance and review for complex payroll and human resource related transactions, including onboarding and off boarding staff. The Human Resources Specialist will work closely with employees and supervisors within the departments served, as well as the Student Affairs Business Services team, and functional offices, providing a high level of customer service and professionalism in all interactions. This position functions under limited supervision and is expected to use technology to provide professional services.

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 4 years of related payroll and/or human resources work experience; equivalent education/experience considered. Experience with HRIS, payroll processing, applicant tracking, or similar system. Candidates must demonstrate a willingness and demonstrated ability to learn new hardware and software systems. Knowledge of payroll and/or human resources terminology and practice.

Preferred Qualifications

The ideal candidate may have more than one year of FML administration. Experience in a high-volume, fast-paced environment is desirable. Active PHR, or SHRM – CP certification; Experience serving multiple units or departments; Experience conducting training; Experience with SAP or large finance or Human Resources system. Work/Education history should show Knowledge of federal and state laws and guidelines related to business practices; Working knowledge of international hiring policies and procedures; Demonstrated ability to coach and mentor others.

How to apply

Click on <https://employment.unl.edu/postings/74136>. You will then either create an application or edit your current application that is on file. You will be required to attach your resume, cover letter, and list of references as three (3) separate documents in MS Word or PDF format.