

University of Nebraska-Lincoln

HUMAN RESOURCES SPECIALIST

This is requisition S_210996 on UNL's [employment website](#).

Description Of Work

The Human Resources Specialist (Comparable to a HR Generalist in the HR profession) serves in a customer-facing, consultative role and is responsible for providing human resources support in a timely and accurate manner and in compliance with all applicable institutional, UNL, State, and Federal regulations, policies, and guidelines. The Human Resources Specialist primarily provides departmental human resources-related support, including the development and execution of departmental talent management strategy, and support for talent acquisition and performance management. The Human Resources Specialist will also provide transactional support, guidance, and review for complex payroll and human resources-related transactions. The Human Resources Specialist will work closely with employees within the departments served, as well as functional office staff, providing a high level of customer service and professionalism in all interactions. This position functions under limited supervision and is expected to utilize 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 an HRIS, payroll processing, applicant tracking or similar system. A willingness and demonstrated ability to learn new hardware and software systems. Demonstrated ability to maintain confidentiality in compliance with rules and regulations, including HIPAA and FERPA guidelines on the disclosure of information. Demonstrated ability to communicate effectively in written and verbal formats. Demonstrated ability to build and maintain positive relationships within and outside of reporting lines. Demonstrated ability to establish priorities and meet deadlines. Knowledge of payroll and/or human resources terminology and practices.

Preferred Qualifications

Experience serving multiple units as part of a service team. Experience conducting training. Experience with SAP or large integrated finance or human resources system. 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. PHR or SHRM-CP Certification.