



Title: Human Resources Specialist

Employment Status: Full-time

FLSA Status: Exempt

Location: Lincoln, NE

#### Position Summary:

At Nebraska Public Media our mission is to enrich lives and engage minds by connecting communities and celebrating Nebraska with services that educate and enlighten. We are committed to providing a work environment and culture that fosters personal and professional success and satisfaction. We invest in our staff offering fantastic benefits that include paid leave, paid holidays, a variety of insurance options, retirement, an employee/dependent scholarship program and numerous other benefits. By joining our team, you will be given opportunities to grow as an individual and contribute to the significant impact that we make across the state of Nebraska each year.

Reporting to the Nebraska Public Media Human Resources Manager, performs assigned human resources tasks for all Nebraska Public Media operations, including University and State programs. Support or assist in the implementation of programs that enhance the recruitment and retention of a high-quality/high-achieving workforce. Deliver effective programs for worker, professional and leadership development. Administer aspects of University and State employment, compensation, benefits and employee/labor relations policy. Perform assigned duties in compliance with federal and state laws and regulations.

#### Minimum Requires Qualifications:

Bachelor's degree in Business Administration, Human Resource Management, Marketing or related field plus one (1) year of professional experience in human resources; equivalent education/experience considered. Knowledge of employment laws, rules and regulations essential. Ability to reason and solve

problems necessary. Must have high ethical and confidentiality standards. Strong interpersonal, written and oral communication skills. Ability to multi-task, work independently and demonstrate initiative within established procedures. Knowledge of social media recruitment strategies and the ability to network with potential candidates via social media.

Preferred Qualifications:

Three years' professional experience in recruiting and/or human resources. SPHR or PHR certification desired.