**Human Resources Specialist – Student Affairs Business Services**

Ranked as one of the Best Employers in the state of Nebraska, the University of Nebraska is committed to providing a work environment and culture that fosters personal and professional success and satisfaction. By joining our team, you will be given opportunities to grow as an individual and contribute to the significant impact that we make within the University of Nebraska community and Nebraska’s economy each year.

**We invest in our employees:**

* Vacation, sick, and holiday pay
* Medical, dental, and vision insurance
* No-cost life insurance
* Employee Assistance Program
* Retirement plans
* Tuition assistance for employees and dependents
* Exclusive staff discounts
* Continuous improvement and innovation
* Professional development through training and education
* Embrace a diverse and inclusive workplace
* And many more!!

The Student Affairs Business Services team is seeking a Human Resources Specialist to join our team!

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. Required Knowledge, Skills, and Abilities: 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**

The ideal candidate may have PHR or SHRM-CP Certification. Experience serving multiple units as part of a service team. Experience conducting training. Experience with SAP or large integrated finance or human resources system is preferred.