

Manor College has a full-time opening for a Human Resource Generalist/Diversity Officer.

The Human Resources Generalist/Diversity Officer will play a key role in administering essential day-to-day HR tasks across a wide variety of HR priorities including but not limited to recruiting and retention, employee benefits, leaves of absence, HR Compliance (policy and procedure), and employee relations. Thorough knowledge of HR and benefits principles and practices is critical to success in this role

### **Specific Responsibilities & Essential Functions**

- Execution of transactional core HR processes (e.g. benefit administration transactions, recruitment, coordinate and conduct orientation, unemployment claims processes, onboarding and exit interviews, transitional return to work, leave administration, etc.)
- Effective management and compliance of health, life, dental, vision, flexible spending accounts, disability insurance, tuition remission, and 403 (B) program
- Provide coaching and guidance to employees regarding policy and procedure
- Act as a liaison between benefit providers and employees on complicated issues or concerns.
- Collaborate with external vendors and internal team members to design and implement annual enrollment processes.
- Process workers compensation claims
- Work with Director of Policy, Compliance & Risk to implement Health and Safety protocols for Faculty & Staff
- Chair the Safety/WC Committee and ensure monthly meetings are held
- Work closely with the Title IX team conducting investigations when necessary
- Work with the Director of Policy, Compliance and Risk in the development and implementation of new personnel policies and procedures
- Works in collaboration with the President and Executive Leadership team to develop and recommend innovative solutions to personnel issues.
- Manage and support the annual review process to ensure that employees are being reviewed in a fair and timely manner
- Serve as an internal and external thought leader on diversity, equity, inclusion, and belonging, and promote organization-wide awareness of DEI
- Creates, promotes, and maintains an inclusive workplace that acknowledges, understands, accepts, values, celebrates and respects the differences among individuals, in such areas as, race, age, gender, religion, ethnicity, nationality, culture, physical and mental ability, sexual orientation, or other demographics.
- Ensures that practices, processes, and programs are impartial, fair and provide equal possible outcomes for every individual.

- Ensures compliance with Title VII and related non-discrimination laws. Takes active steps to eliminate acts, behavior, and speech, which reflect discrimination and prejudice.
- Serve as Chairperson of the DEI committee and work to develop KPI's, best practices, opportunities, policies, events and programs, etc.
- Partner with the staff learning and development team to develop and implement an inclusive career-path strategy for all employees at all levels of the organization
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Promote and uphold the college's Catholic Basilian institutional mission
- Other duties as assigned

## **Criteria & Qualifications**

- Effective verbal, written, and communication skills
- Attention to detail and ability to manage projects
- Ability to multi-task in a demanding environment and to work independently
- 5+ years of experience in Human Resources
- Ability to maintain confidentiality
- Proficient in the usage of computer programs (Google Suite)
- Bachelor's Degree in Human Resources or related field
- Applicable knowledge of employment law practices and policy procedures
- Very effective organizational skills
- Employee management skills
- Demonstrate sound work ethics
- Expert level conflict resolution skills
- B.A. Degree or higher and SPHR/PHR Certification preferred

**To Apply:** Please submit resume with salary requirements and 3 references to [jobs@manor.edu](mailto:jobs@manor.edu)

## **EOE**

*Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore the College does not discriminate as Manor College is an equal opportunity employer. The College does not discriminate against any person on the basis of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law, in matters pertaining to employment in its educational programs or employment opportunities. Manor College seeks candidates who understand, respect and can contribute to the College's mission and values. It is important and necessary that candidates who accept employment with the College respect the Mission Statement of the College.*