To apply, submit an employment application (click here for application), resume, and letter of interest to: System Director of HR
John Woolsey, jwoolsey@national.edu
5301 S Highway 16
Rapid City, SD 57701

HR GENERALIST
Position Description

Summary
The HR Generalist performs human resources related duties at the professional level and will carry out responsibilities in the following areas but not limited to: employee relations, training, benefits, compensation, recruitment/selection, development and implementation of policies and procedures in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The HR Generalist must satisfy the following minimum qualifications:
1. Bachelor’s degree in business, human resources, administration, communications or related field required; and
2. Three years of human resources experience; or a combination of appropriate education and experience; and
3. Professional in Human Resources (PHR) certification preferred.

Skills and Attributes
The HR Generalist must possess the following skills and attributes: strong interpersonal skills with ability to work with people at all levels of an organization; demonstrated ability to work independently within interpretive guidelines, take initiative, and perform effectively in fast-paced and constantly changing environment; effective oral and written communication skills; excellent responsive customer service focus and great team player; high level of skills in handling sensitive and confidential situations/information with the demonstrated ability to maintain strict confidentiality; working knowledge and experience with MS Office and internet sourcing; ability to research and analyze data; ability to objectively coach employees and management through complex, difficult, and emotional issues, and to make recommendations to effectively resolve problems or issues by using judgment that is consistent with university standards, practices, policies, procedures, regulations or government laws.

Essential Functions
The HR Generalist performs the following essential functions:
1. Partners with employees and management to communicate various human resources and/or university policies, procedures, laws, standards and government regulations.
2. Administers various human resources plans and procedures for all company personnel within prescribed interpretive guidelines.
3. Assists in the development and implementation of personnel policies and procedures.
4. Participates in developing department goals, objectives, processes and systems.
5. Assists with program reviews and/or development.
6. Views and produces reports, and/or maintains Human Resources Information System records.
7. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
8. Participates in staff meetings, other meetings, and seminars as requested and/or assigned.
9. Facilitates and/or provides employee training (skills based and/or compliance) and orientations to the workforce and/or management as needed.
10. Assures compliance with all laws and/or regulations regarding areas of assignment.
11. Assists with ongoing maintenance of personnel files and records retention policies and procedures.
12. Coordinates, monitors, and represents the university in programs such as unemployment insurance, workers’ compensation, etc.
13. Assists with employee relations issues such as employee complaints and exit interviewing.
14. Performs other duties as assigned.

Required Work Hours
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

Reporting and Supervisory Responsibilities
1. The HR Generalist reports to the System Director of HR.
2. This position has no supervisory responsibilities.

Physical Requirements
The HR Generalist must be able to speak, hear, see, read, write, type, dial, reach, and bend.

Travel
Periodic travel, including airline travel and overnight stays, may be required.