

## Human Resources Generalist Virginia Military Institute

Direct Link: <https://www.AcademicKeys.com/r?job=238024>

Downloaded On: Sep. 16, 2024 5:23am

Posted Jun. 21, 2024, set to expire Oct. 23, 2024

**Job Title** Human Resources Generalist  
**Department** Human Resources  
**Institution** Virginia Military Institute  
24450, Virginia

**Date Posted** Jun. 21, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Human Resources

**Apply Online Here** <https://secure.dc4.pageuppeople.com/apply/1125/gateway/Default.aspx?c=apply&sJobIDs=501us>

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**Job Description**

The Human Resources Generalist will run the daily functions of the Human Resources department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

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### **Supervisory Responsibilities:**

- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.
- May assist with constructive and timely performance evaluations.

### **Duties/Responsibilities:**

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
- Recruits, interviews (preliminary), and facilitates the hiring of qualified job applicants for open positions, collaborates with departmental managers to understand skills and competencies required for openings.
- Performs routine tasks required to administer and execute human resources programs, including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity; recognition, and morale; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices, reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Maintains confidentiality, good judgment and discretion in all areas of work.
- Performs other duties as assigned.

### **Required Skills/Abilities:**

- Excellent verbal, written, and listening communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.

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- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

### **Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or a related field required.
- At least two years of human resources management experience preferred.
- SHRM-CP a plus.

### **Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

Candidates can apply at: [Human Resources Generalist - Job Application](#)

### **EEO/AA Policy**

VMI is an Equal Opportunity Employer. In a continuing effort to enrich its academic environment and provide equal education and employment opportunities, VMI encourages women, minorities, disabled individuals, and veterans to apply. AmeriCorps, Peace Corps, and other national service alumni are also encouraged to apply. VMI will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to employment, educational opportunities, programs and services.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Virginia Military Institute  
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