



## **Wingate University** **Position Description**

**Position Title:** Human Resources Generalist

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website:

<http://www.wingate.edu>

**FLSA Status:** Exempt staff

**Job Summary:** The Human Resources Generalist, in collaboration with the HR team, is responsible for performing a variety of HR-related duties on a professional level. The HR Generalist provides tactical and strategic HR guidance, consultation and support to Wingate faculty, staff and administration. The Generalist role focuses on two primary HR functions: Benefits Administration and Talent Acquisition. The HR Generalist provides HR support in the following areas: HR process and workflow development, compensation, human capital management and maintenance, HR analytics and data reporting and employee relations.

### **Primary Duties and Responsibilities:**

- Coordinates and assists with managing the day-to-day benefits plan administration for Wingate faculty and staff including health and wellness programs, retirement plans, workers' compensation, paid FMLA, long-term disability, unemployment, tuition remission and tuition exchange and voluntary benefits. This role oversees the benefit enrollment process for new employees, life event changes and the off-boarding process for exiting employees. This role also manages various benefits portals, benefits changes and collaborates with benefits service providers concerning routing administration, and assists with developing and implementing a robust and sustainable wellness program to best the overall wellness of Wingate faculty and staff.
- Manages the day-to-day talent acquisition process for faculty and staff positions. Develops and implements talent acquisition strategies to enhance candidate sourcing, recruiting, hiring and retention of faculty and staff. Assists HR VP with identifying strategies to enhance diversity recruiting and overall hiring and retention. Assists with the configuration and implementation of the automated applicant tracking and recruitment process in ADP Work Force Now, human capital management system.

Assists with managing projects related to talent acquisition and talent management.

- Collaborates with HR team and Human Capital Management Integration Team on the design and configuration of ADP.
- Provides compensation and benefits administration support to the HR VP, Legal Counsel, and/or CFO.
- Supports routine human capital management reports including but not limited to: organizational and headcount reporting, performance management reporting, HR compliance reporting, compensation and benefits administration reporting.
- Provides periodic HR guidance to faculty and staff in the areas of employee relations and policy administration.

**Position Competencies:**

- Customer Focused
- Action Oriented
- Effective Communication (verbal and written)
- Interpersonal Effectiveness
- Tech Savvy
- Collaborates Effectively

**Minimum Requirements:**

- Bachelor's degree and at least 3 years of related experience.
- Previous experience using HRIS or Human Capital Management Systems.
- Computer proficiency in GMail, Word, Excel and PowerPoint.
- Ability to maintain a high level of confidentiality.
- Excellent time management and organizational skills.
- Successful applicants demonstrate high initiative, integrity, problem solving and analytical skills.
- Successful applicants embrace and demonstrate diversity and inclusion.

**Preferred Qualifications:**

- SHRM-CP, HRCI-PHR and/or HR management certifications preferred.
- Master's degree in Human Resources or related field is plus but not required.

Please send a letter of interest, resume, and contact information of three references to Ms. Dori Armstead, Vice President of Human Resources at [armstead@wingate.edu](mailto:armstead@wingate.edu).

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.