



**Human Resources Specialist
Warren Wilson College
March 2015**

About Warren Wilson College:

Warren Wilson College (WWC) has been evolving its institutional practice of environmental citizenship since 1894. The mission of Warren Wilson College is to provide a distinctive undergraduate and graduate liberal arts education. The educational program, the Triad, is singular in higher education and is tied to an overarching mission to educate for environmental responsibility. Just ten minutes outside of Asheville, NC, Warren Wilson is situated on a 300-acre working farm, 700-acre managed forest, and riverine habitat which serves as a living laboratory for sustainable practices. Led by faculty and staff, students learn in the classroom, in the forest and fields and in the wider community-locally and internationally. Academics, work, and service connect to create a holistic, experiential education. See <http://www.warren-wilson.edu/>

The Position:

This is highly responsible and diverse administrative work that requires interaction with all administrative segments at the College. The **Human Resources Specialist** works closely with the Director of Human Resources in developing, implementing and evaluating ongoing HR policies, programs, functions and activities in areas including employment, training and development, employee relations, benefits, campus housing and the volunteer program. Must be highly organized and detail oriented.

Specific Responsibilities:

- Assists in selection and serves as primary administrator of benefit programs and serves as liaison between benefits providers and employees, including group health, dental, life, long term disability, workers' compensation, unemployment and retirement plans; Coordinate open enrollment activities.
- As directed, participates in the investigation and resolution of ongoing employee relations issues, anticipates problems whenever possible, and develops, recommends, and initiates appropriate steps for resolution.
- Shares responsibility for the recruitment process with hiring manager and actively sources candidates, including locating and providing qualified candidates for open positions on a timely and proactive basis.
- Provides and/or coordinates training and employee development activities for staff, administrators and faculty.
- Administers College Rental Housing, including: advertising available housing units, making recommendations for awarding housing, conducting inspections of units, and maintaining all necessary paperwork.

- Assists the Director of Human Resources in the daily administration of other HR services assigned, including but not limited to employee relations, promotions, transfers, contract negotiation and administration, affirmative action/EEO compliance, job classification, and performance evaluation in accordance with quality management principles and overall objectives of the College.
- Researches, recommends, implements, administers, maintains, and interprets a wide range of human resource policies, practices and procedures.
- Participates in developing departmental goals, objectives, and systems. Recommends new approaches, policies, and procedures to continually improve the efficiency of the HR Department and services it provides.
- Assures compliance with state and federal employment laws.
- Conducts new employee onboarding.
- Assists in development and implementation of programs designed to ensure retention of hired employees.
- Maintains employee file system.
- Maintains Human Resource Information System records and compiles reports from database.
- Plans and conducts new employee orientation.
- Plans employee recognition events.
- Updates and maintains the HR website.
- Collaborates with the Controller on audits of the 403 (b) plan.
- Attends trainings, seminars, and conferences for the purpose of professional development and to maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resources management.
- Directs and coordinates job tasks assigned to temporary HR staff, interns and HR administrative staff, as needed.
- Performs other duties, as assigned.

Qualifications:

- Bachelor's degree in business, management, human resources, or related field is required.
- Minimum of two years' experience in HR, preferably in a multi-faceted/generalist role.
- Knowledge of federal, state, and local legislative, regulatory and judicial requirements applicable to the area of human resource management.
- Must be discreet and able to maintain confidentiality of sensitive material.
- Must possess strong communication and interpersonal skills, able to interview, and counsel with mature judgment.
- Attention to detail and solid organizational skills are essential.

Click the following link to apply or copy and paste into your browser:

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