

## **HR Generalist**

The Ohio State University

Wooster, OH

The Ohio State University's Wooster Campus is currently seeking an HR Generalist. Under the overall direction of the Human Resources (HR) Director and with dotted line reporting to Department Head(s) or Director of OARDC or Director of OSUE as appropriate, serves as the primary Human Resource Professional for one or more academic departments or units within the College of Food, Agricultural, and Environmental Sciences (CFAES); works as a team member and in conjunction with the CFAES HR Director and Managers to provide high level customer service to faculty, staff and student employees and to ensure timely, efficient, accurate management of day-to-day HR functions; areas of responsibility include: recruitment, hiring, on-boarding, compensation, training, performance management, employee and labor relations, and transactional processing; develops job descriptions, coordinates searches and assists with interviewing and selection of candidates; oversees and/or completes new hire processing, including e-verify and initiation of background checks; advises Department/Unit Heads or on compensation and classification issues and assists with Annual Merit Compensation Process (AMCP); communicates and provides training to faculty, staff and students on HR topics, policies and procedures; oversees completion of employee performance reviews and assists supervisors in addressing performance issues; works with department/unit heads and supervisors to resolve employee relations issues and investigate complaints; monitors eTime and eLeave and payroll certification processes; responsible for approval of HR transactions and ensures adherence to university, college, and CFAES Service Center guidelines; gathers information and analyzes HR data; utilizes university reporting tool and spreadsheets to develop detailed reports and supply metrics; may assist with or coordinate visa processing; may assist with the administration of bargaining unit contracts; attends meetings and may serve on department, Extension, OARDC, college, and university-wide committees; attends professional development training.

### **Essential Duties:**

- Oversees completion of employee performance reviews and assists supervisors in addressing performance issues; works with department heads and supervisors and managers to resolve employee relations issues and investigate complaints; may assist with the administration of bargaining unit contracts;
- Responsible for approval of HR transactions and ensures adherence to university, college, and CFAES Service Center guidelines; oversees and/or completes new hire processing, including e-verify and initiation of background checks; advises Department/unit Heads on compensation and classification issues and assists with Annual Merit Compensation Process (AMCP);
- Develops job descriptions, coordinates searches and assists with interviewing and selection of candidates; may assist with or coordinate visa processing;
- Monitors eTime and eLeave and payroll certification processes; gathers information and analyzes HR data; utilizes university reporting tool and spreadsheets to develop detailed reports and supply metrics;
- Communicates and provides training to faculty, staff and students on HR topics, policies and procedures;

**Required:** Bachelor's degree along with 5 years' of human resources experience. **Desired:** Proven ability to build relationships w/a variety of constituencies; experience with University HR policies, guidelines & HRIS system; experience in academic environments encompassing teaching, research & outreach activities, especially

in the area of agricultural, food or environmental sciences; 8-10 years of increasing responsibility in human resources.

For a complete position description and application instructions please visit [www.jobsatosu.com](http://www.jobsatosu.com) and search by job requisition number **381943**.

The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, disability status, or protected veteran status.