OFFICE OF HUMAN RESOURCES

EMPLOYMENT SPECIALIST

Full-time: with benefits

Opening Date: June 4, 2013
Closing Date: June 18, 2013

Internal Applicants Encouraged to Apply

BASIC JOB DESCRIPTION: Under the supervision of the Director of Human Resources, the primary function of the position is to perform detailed administrative, data entry and clerical duties in the employment processing area. Additionally, the position may provide support to the benefits and compensation functions, general office tasks and provides occasional assistance to Associate Vice President of Human Resources. Work requires extensive contact with faculty, staff, and administrators. Work requires the exercise of sound judgment and discretion, as this is a highly confidential position.

QUALIFICATIONS: A minimum of a Bachelor’s degree and five (5) years of general office experience, with human resources experience a plus. Additional qualifications include: proficiency in computer applications, such as Word and Excel; above average attention to detail; a commitment to meeting deadlines, detail and accuracy; highly developed interpersonal and communication skills are essential; ability to establish and maintain effective working relationships with all members of the University community and work within a service team approach; and Ellucian/Banner knowledge a plus.

ESSENTIAL JOB FUNCTIONS: Employment duties will include, but not be limited to, processing of all employment transactions such as new hires, employment changes and terminations to ensure compliance with University policies. Establish, organize, data enter, and maintain complex filing system, which includes confidential materials and employment files. Provide employee information regarding hires, separations and change of status to the payroll department for payroll processing. Electronically report the new hires 1-9 form information to the State of Florida New Hire Reporting Center to maintain SU in compliance. Provide support with the yearly audits. Assist with tracking of yearly evaluations. Manage HR employment website, reformat job postings as needed, and maintain HR Jobs bulletin board. The position will interface with the public and employees of Stetson to provide general assistance, support the Director of Human Resources in application tracking and flow processes, assist as directed with recruitment efforts undertaken by the University, and support the other HR functional areas as may be needed.

EQUIPMENT USED: Modern office equipment, such as telephone, calculator, copier, personal computers, computer terminals and printers.

WORKING CONDITIONS: Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional and, at times, occasional hours outside the normal University schedule (overtime).

APPLICATION PROCEDURE: Please submit a resume and/or Stetson University application to Ms. Betty Whiteman, Director of Human Resources, Stetson University, 421 N. Woodland Blvd., Unit 8327, DeLand, FL 32723. FAX: 386-822-7562 EMAIL: humres@stetson.edu EOE

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment and participation through the recruitment and retention of outstanding faculty, staff and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world.

We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA and GINA employer.