Bay State College

Seeking Candidates for Human Resources Generalist

Bay State College, a private career-focused college founded in 1946 in the Back Bay neighborhood of Boston, is in search of a Human Resources Generalist. With a Mission to prepare students for successful careers and global citizenship through academic rigor and individualized support, Bay State College seeks candidates who will be leaders in fulfilling that Mission.

The Human Resources Generalist provides support in all areas of human resources, personnel services, payroll and benefits and is the designated compliance officer for ensuring compliance with all Federal and State personnel regulations and reporting. This position oversees the day-to-day operations of the Human Resource staff and reports to the President.

**ESSENTIAL JOB FUNCTIONS**

- Develops and implements strategies for attracting and retaining high performing employees that are motivated around the College’s mission.
- Provide leadership, vision, development and overall management of all HR activities and reinforce the College’s culture, values and mission through the delivery of HR programs and services
- Foster a positive/attractive work environment and high morale
- Coordinate the performance management process including reviews, corrective action, terminations and exit interviews
- Work closely with senior management to align organizational structure, HR strategies, programs and services with the organization’s objectives and mission
- Oversee the daily activities of the accounting administration including payroll

**PREPARATION, KNOWLEDGE, SKILLS & ABILITIES**

- Three to five years of progressively responsible experience in Human Resources.
- SHRM certification desired but not required.
- Prior experience in higher education desired.
- Bachelor’s degree in appropriate or related field required.
- Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Participates in developing department goals, objectives and systems.
- Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
- Develops and maintains affirmative action program; files EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations.
- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program; and writes and places advertisements.
- Handles employee relations counseling, outplacement counseling and exit interviewing.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Maintains company organization charts and the employee directory.
- Maintains human resource information system records and compiles reports from the database.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Excellent verbal and written communication skills, demonstrated ability to work in a high-paced environment, and interpersonal skills including, but not limited to, problem solving and conflict resolution.
- Ability to work collaboratively with all members of the College community.
- Experience with Microsoft Applications (Word, Excel, Power Point).
- Experience with Paylocity or similar HRIS system preferred.

**OTHER DUTIES AND RESPONSIBILITIES**

- Other duties and projects as assigned by the President

**WORKING CONDITIONS/PHYSICAL DEMANDS**

- Normal office conditions

Interested, qualified candidates should submit resume, cover letter indicating salary requirements, and three professional references (with the person’s title and position) to:

Christy Bergstrom  
HRjobs@baystate.edu  
No phone calls please

It is the policy of Bay State College to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.