



WEST VIRGINIA STATE UNIVERSITY

Human Resources Generalist Department of Human Resources

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

Reporting to the Assistant Vice President for Human Resources, the Human Resources Generalist serves as the primary contact for employee benefits and promotes a positive work environment by developing, administering, and evaluating employee benefit and wellness programs. Additionally, this role will focus on creating a positive onboarding experience, fostering employee engagement, and developing programs that contribute to a healthy and inclusive workplace culture. This position must continually develop skills and knowledge in order to remain apprised of changes in the field and ensure ongoing compliance. This is a non-classified, non-essential, FLSA overtime exempt, full-time, benefits eligible position.

Responsibilities for the Human Resources Generalist

- Administer and manage all employee benefit and wellness programs such as retirement plan; medical, dental, vision plans; life insurance plans; temporary disability programs; flexible spending accounts; and COBRA administration.
- Create and implement communication plans to promote open enrollment processes and other benefit programs. Maintain plan documents and ensure compliance with provisions of state and federal law including required audits, reports, filings, and notices.
- Communicates changes in laws affecting plan policy and administration.
- Provide written communications for displaced workers. Collect & Remit Personal Pay Premiums.

- Reconcile benefit vendor invoices, develop cost control procedures, and authorize payment.
- Oversee leave management including but not limited to FMLA, sick leave, and military leave.
- Handle benefit inquiries and complaints to ensure timely, equitable, courteous resolution.
- Maintain website with all benefit forms, medical management forms, etc.
- Administer The Standard Short & Long Term Disability Programs.
- Oversee compliance with requirements related to Worker's Compensation. Process claims of workplace injury as needed. Collect data and submit Mandatory Survey of Occupational Injuries.
- Design, coordinate, and execute wellness programs and activities. Develop and facilitate training programs for supervisors and employees on benefit and wellness related topics.
- Continually monitor the onboarding experience, gathering feedback to improve processes and ensure new hires feel supported and welcomed.
- Design and implement employee engagement initiatives that enhance job satisfaction, productivity, and retention.
- Conduct regular surveys and feedback sessions to assess employee morale and identify areas for improvement
- Complete special projects and serve on university committees as requested.
- May perform other duties as assigned.

Requirements for the Human Resources Generalist

Minimum Education and Experience: An earned Bachelor’s Degree directly related field and at least two (2) years’ experience working in a human resources department. Additional qualifying years of experience may be substituted for the required education on a year-for-year basis.

Preferred Education and Experience: An earned Bachelor’s Degree in Human Resource Management, Business Administration, Communications, Public Administration, or another directly related field. Professional HR certification. Five (5) years benefit administration experience, including reconciling vendor invoices, developing programs and managing a variety of benefit plans. Comprehensive working knowledge of current regulations including but not limited to HIPPA, ACA, FMLA, ERISA, and Workers Compensation. Additionally, a working knowledge of WV state programs such as PEIA, Mountaineer Flexible Benefits and WV Oasis strongly desired.

Required Knowledge, Skills, and Abilities:

- Exceptional customer service and communication skills.
- Resourceful problem-solver and critical thinker.
- Self-starter with the ability to successfully manage multiple priorities in a complex environment.
- Strong knowledge of federal and state regulations relating to employee benefits
- Proven experience in developing and managing employee programs and initiatives, including wellness programs
- Strong presentation and facilitation skills.

- Ability to handle confidential information with discretion.
- Exceptional project management skills and the ability to work and learn independently.
- Proficiency in HRIS systems and Microsoft Office Suite.
- Familiarity with plan documents and compliance issues.
- Detail oriented with strong organizational skills.
- Effectively and efficiently implement program changes.

Salary Statement

Salary will be commensurate with experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by **September 20, 2024**. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.