



## **Job Description**

<b>Position Title</b>	<b>Human Resources Generalist</b>
<b>Department</b>	<b>Human Resources</b>
<b>FLSA Status</b>	<b>Non- Exempt</b>

Founded in 1901, Brooklyn Law School is a vibrant intellectual community emphasizing teaching excellence with an innovative academic program designed to prepare our law students to practice law in many different sectors.

We strive to seek out and hire those individuals, both staff and faculty, who stand out in their field of excellence, wish to become part of the higher education community, and assist in providing the best support possible to our students.

### **Position Summary**

Brooklyn Law School is seeking an experienced, dedicated Human Resources Generalist to join its Human Resources Department. This individual should be an organized, self-starting, highly detailed individual with the willingness to work closely with the members of the BLS Community. The HR Generalist will be responsible for providing daily Human Resources support all employees & students in various capacities. ***Additionally, this position will assist in providing a wide range of administrative support*** to the Director of Human Resources. The successful candidate will play a key role in the success of the organization by participating in the onboarding process, HRIS entry and maintaining terminations, reconciliations, scheduling, and best practices while facilitating a positive relationship between personnel and management. The Generalist is the face of the department and is normally the person who initially greets those who visit the department, including visitors – customer service, patience, and multi-tasking is essential for this role.

**The Human Resources Generalist will make an impact in many areas, with responsibilities and duties including, but not limited to:**

- Responsible for inputting data into ADP Workforce Now and Ellucian keeping it maintained, & audited as necessary;
- Works closely with students and adjunct professors in obtaining completed paperwork, on-boarding them internally, and entering them into ADP Workforce Now in a timely manner;

- Provides administrative assistance including scheduling meetings, appointments, conducting monthly reconciliations for Human Resources and other duties as assigned and necessary;
- Audit multiple weekly & monthly reports ensuring they are sent to appropriate individuals in a timely manner;
- Assist in preparing monthly/bi-weekly payroll documents and act as a back-up to processing payroll when/if needed;
- Creates and maintains all files for current staff, faculty, student employees, and adjunct professors;
- Routinely files all documentation for all active staff & faculty;
- Assists in recruiting efforts including postings, maintaining FLARE job description portal, and onboarding new EE's through Ellucian;
- Provides key support and assistance to all departments in various HR related areas;
- **EXPERIENCE AND QUALIFICATIONS**

Successful candidates must possess outstanding planning organizational and communications skills, must be able to prioritize and successfully manage multiple tasks while communicating with senior administrator, department heads, faculty, and, on occasion, the dean(s) at the School. This person must thrive in a fast-paced environment and work efficiently with a varying amount of direction.

#### **Minimum Qualifications Required to Apply for the Position**

- Experience with ADP Workforce Now platform required.
- Experience with Ellucian (Colleague) a plus, but not required;
- Strong computer skills along with experience in MS Outlook, Word and Excel are essential;
- Ability to understand and apply best practices of Human Resources;
- Must be team oriented, detail oriented;
- Must have strong customer service orientation skills;
- Excellent verbal, oral, and written communication skills are essential.

#### **BENEFITS**

Brooklyn Law School has a competitive Total Rewards packages which includes Medical, Dental, Vision, Life & Disability Insurance, 403(b)Pension, Flexible Spending and Commuter benefits. We have a generous time off policy and promote a healthy work/life balance.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

- 4-year bachelor's degree from an accredited institution in Human Resources, Business Administration, or another related field required;
- Experience working in higher education is a plus, but not required;
- SHRM/PHR certification a plus.

**HOW TO APPLY:**

<https://www.brooklaw.edu/en/About-Us/Employment-Opportunities>

Email a cover letter and resume to the Law School to [HR@brooklaw.edu](mailto:HR@brooklaw.edu)

Please include the wording of HR Generalist in the subject heading. No phone calls, please. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of Brooklyn Law School not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, genetic information, disability, veteran status, or any other legally protected status under federal, state, or local law. It is also the policy of Brooklyn Law School to take affirmative action to employ, and to advance in employment, all persons regardless of race, color, religion, sex, national origin, age, marital status, genetic information, disability, veteran status, sexual orientation, or any other legally protected status, and to base all employment decisions on legitimate job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment.