



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Human Resources Generalist

Are you an enthusiastic, detailed, and self-motivated HR professional? You might be a perfect fit for our HR Generalist position. This position administers payroll and benefits functions, manages HR systems, and assists with other HR initiatives.

Our Idea of a Perfect Candidate Has:

- Ability to maintain a high level of confidentiality with sensitive information
- Sound judgment, strong analytical, critical thinking and problem-solving skills
- Strong attention to detail and organizational skills
- Ability to speak to individual and groups of all sizes through exceptional written and verbal communication skills
- Computer proficiency with ADP and MS Office products

Our Ideal Candidate's Education and Experience Include:

- A bachelor's degree and two years' human resource and/or payroll experience
- Experience in the ADP payroll system and experience with employee benefits
- HR and/or Payroll Certification

This Position Is Responsible For:

- Ensure payroll is processed accurately and timely through a third-party vendor
- Administer benefits, worker's compensation, and unemployment programs and systems
- Manage HRIS (ADP) with employee changes and system enhancements
- Reconcile monthly benefit information with payroll deduction reports
- Coordinate the Benefits Open Enrollment process with vendors, ADP and employees
- Assist with onboarding of new hires to ensure all compliance requirements are satisfied
- Prepare and maintain personnel files for all faculty, staff and student workers
- Prepare and process HR reporting

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [HR Generalist](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.