Lincoln University Job Description

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<th>Senior Human Resources Generalist</th>
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<td>Department:</td>
<td>Human Resources</td>
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**Job Summary:**

Under the general direction of the Director of Human Resources, the Senior Human Resources Generalist serves as the first point of contact for centralized benefits administration, and provides support of benefits plan administration, legal compliance, budgeting, and required reporting for all benefits plans. The Specialist administers benefits and related tasks according to University policies and applicable laws; relies on advanced technical skills, related experience, working knowledge, and independent judgment to plan and accomplish individual and department goals; and demonstrates expertise in complex benefits administration and human resources practices.

**Qualifications:**

- Bachelor’s Degree in related field.
- Specialized training or certification, e.g., SPHR/PHR or CEBS.
- Five or more years of professional work experience in human resources with emphasis on benefits administration.
- Demonstrated working knowledge of and expertise in total compensation best practices, and applicable employment laws and trends.
- Exceptional analytical, organizational, time management and interpersonal skills.
- Advanced technical proficiency in MS Office Word, Excel, and Access and integrated HRIS.
- Demonstrated ability to protect confidential and/or sensitive information and maintain integrity in record maintenance; and work independently as well as in a team environment.
- Stable work history, strong work ethic, and professional image.
- Commitment to individual professional development.
- Working knowledge of Datatel Colleague and Paychex eServices is preferred.

**Essential Duties and Responsibilities:**

- Identify and evaluate alternatives and recommend strategies for vendor selection and outsourcing for improved service delivery, alignment with financial resources, cost-effective premiums paid by employees, and enhanced benefits offerings.
- Provide day-to-day administration of various benefits plans by servicing employee inquiries, facilitation claims resolution, processing record changes, database report generation and distribution, set-up and maintenance of automated benefits-related deductions and related information.
- Administer benefits enrollment, paid time off notifications, vendor billing verification, reconciliation, and processing; leaves of absence under FMLA, STD/LTD, and workers compensation; 403(b) plan administration, benefit termination and vacation leave pay-out, unemployment insurance compensation claims, and COBRA.
- Gather and analyze employee data and related information to determine eligibility for benefits plan participation. Interface with vendors to ensure efficient systems, practices and workflows to minimize employee/HR issues.
- Facilitate new hire orientation and exit interviews; and coordinate special events to enhance employees’ knowledge and understanding of benefits offerings.
- Review and maintain accurate employee records and ensure data are passed correctly to various vendors, payroll, and accounts payable.
- Utilize advanced technical skills to enhance operational efficiency in processing billing transactions, and preparing and distributing correspondence and reports.
- Demonstrate a high level of customer service when interacting with internal mail and/or regular mail in a timely and professional manner.
- Participate in professional development activities.
- Complete special and cyclical projects and other related tasks as assigned.

**Working conditions:**

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected as well as visits to satellite locations. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

**Application Submission:**

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications, experience and salary requirements.
- Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources  
Lincoln University  
1570 Baltimore Pike  
P.O. Box 179  
Lincoln University, PA  19352

Or

Email: hr@lincoln.edu