

**JOB ANNOUNCEMENT**

**Job Title:** Human Resources Generalist

**Opening Date:** July 27, 2022

**Review Date:** August 10, 2022

**Closing Date:** Open until filled

**Start Date:** As Soon As Possible

**Location:** NWIC Main Campus

**Salary:** \$55,829 Max DOE

**Summary:** The HR Generalist is the first point of contact in the HR office and provides the day-to-day support to the NWIC employees, new hires, applicants and the community. Responsible for the technical processing of a variety of HR functional areas for the College. Provides HR technical and program support to the HR Director. Under the direction of the HR Director, this position will perform a variety of technical and confidential duties related to the college's human resource management program and the day-to-day functioning of the department, including recruitment new employee onboarding paperwork, and benefits enrollment. The HR Generalist will assist with employment contracts and addendums, and salary schedule maintenance and administration. This position is responsible for the maintenance of records and reports for NWIC employees and provides communications with a variety of stakeholders/individuals to with customer service, including but not limited to, providing and exchanging information related to human resource policies, procedures, rules and regulations.

**Essential Duties and Responsibilities:**

1. Greets and welcomes incoming employees, new hires, applicants and the community in the HR office
2. Provides technical and administrative support for the HR department in carrying out various HR programs, policies and procedures for all college employees.
3. Coordinates the hiring of NWIC staff, including posting, advertisement and interview process with hiring officials including scheduling interviews, responding to applicants or candidates that have applied for a position through written and verbal communication; announcing open positions, coordinating interview panels, and assist with facilitating interview process.
4. Provides technical review and handles processing of personnel action forms and approval to recruit/hire; coordinates the use of temporary employees.
5. Assist new hires and supervisors with the on-boarding of new hires and ensures all new hire paperwork is completed prior to start date - I-9 verifications, and other human resource-related inquiries involving employees.
6. Prepares, coordinates and recommends contracts for appropriate fiscal year compensation, as well as contract addendums; ; responds to questions regarding the processing of new hire salary setting and salary adjustments for existing employees; and acts as a resource for payroll contacts to ensure their understanding and compliance with benefits and HR policies and regulations.

7. Process 403(b) enrollment through TIAA and assist with accounting/payroll system of any changes. Process loans withdrawals requests, in services requests, and separation requests. Serves as technical support to NWIC employees throughout their TIAA requests
8. Enroll new employee in benefit plans and processes status changes. This includes health, dental, vision service plan, life insurance, short term disability, long term disability and AD&D. Serves as technical support to NWIC employees through their requests
9. Coordinates employees' requests for Family and Medical Leave and provides technical support to the employee and the supervisor, as needed throughout the process.
10. Prepares and provides reports required by various insurance providers on benefit-eligible employees; participates in the preparation of the annual submittal to external agencies relating to the Affordable Care Act (ACA).
11. Attend and participate in the Employee Health Benefits Committee meetings (monthly and special meetings).
12. Assist in the coordination of the monthly billing for the employee benefit programs/plans.
13. Assists with the employee worker's comp claims and provides technical assistant to each employee from start to finish of the claim.
14. Maintains human resource management database, including the production of information and reports, as needed; recommends changes in methodologies for production and retention of reports; prepares and submits monthly board of trustee's report on employment activity.
15. Researches, prepares and reports annual IPEDS and AIMS/AKIS reports on employees in compliance with institutional reporting requirements; responds to requests for database information from external agencies such as Lummi Indian Business Council.
16. Maintains departmental records and files according to policies, laws and regulations, including active and inactive recruitment and employee personnel files, archives personnel records when and as appropriate.
17. Coordinates and monitors the completion of performance appraisals, including production of reminder notices to supervisors and reports. Produces reports as needed.
18. Assists HR Director with various research projects and/or special projects.
19. Participates on NWIC committees, as assigned.
20. Performs other duties as assigned.

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities but will work closely with HR Administrative Assistant and at times will be responsible for coaching and mentoring in the HR field.

### **Minimum qualifications:**

- Lummi/Native American/Veteran's preference policy applies
- High School diploma or GED required
- Two-year degree in Human Resources; or Direct Transfer AAS, or related field and Two-year experience in Human Resources department
- Must have a valid Washington State valid d rivers license and meet eligibility requirements for tribal auto insurance to drive for work purposes

**KNOWLEDGE, ABILITIES AND SKILLS - QUALIFICATIONS** to perform the position successfully:

- Able to be professional and treat all employees, the Board of Trustees, community and the public with the utmost respect at all times.
- Must be able to work independently, exercise good judgment, balance priorities and workload.
- Must be able to work on multiple tasks with competing deadlines.

- Excellent oral and written communication skills and attention to detail.
- Maintain the highest degree of confidentiality at all times.
- Must have strong interpersonal skills Focuses on solving conflict, not blaming.
- Maintains confidentiality; upholds HIPPA.
- Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Must have strong analytical skills. Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- Demonstrates attention to detail.
- Must have strong problem-solving skills. Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Must have strong Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Must have strong mathematical Skills Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collects data, establishes facts and draw valid conclusions.
- Must have strong Technical Skills have knowledge of Database software – preferably Jenzabar; Human Resource systems; Internet software; Microsoft and Word Processing software.
- Ability to handle confidential and proprietary information with utmost discretion.
- Able to represent the College in a positive and professional manner.
- Preference for experience working in Native communities.
- Maintain professional work relationships.
- Ability to work under stressful situations.
- Maintains a positive and respectful attitude.

### **Physical Requirements:**

- Must be able to sit/stand for prolonged periods of time
- Must occasionally lift and/or move up to 25 pounds.
- Must be able to have vision abilities required by this job include close vision and distance vision

## **APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume

5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at [www.nwic.edu/about-nwic/employment](http://www.nwic.edu/about-nwic/employment) or may be requested from and submitted directly to:

Human Resources  
Northwest Indian College  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: 360.392.4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)