

Saint Michael's College
Job Description

Job Title: Senior Human Resources Generalist

Date Created: 09/05/2025

Department: Office of Human Resources

Supervisor: Associate Director of Human Resources

Annual Salary Range: \$68,000-\$73,000

Status: Exempt Full-Time Regular

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Job Summary:

Saint Michael's College is seeking a dynamic and experienced Senior HR Generalist with expertise in Employee Relations, Human Resources Information Systems (HRIS) and Recruitment. This role will be instrumental in supporting the overall mission of the College by providing comprehensive human resources services, ensuring the integrity and accuracy of HR data, and strategically optimizing HR processes, especially during a period of significant organizational evolution.

The successful candidate will be a proactive, solutions-oriented individual who thrives in an environment of rapid change, demonstrating initiative in identifying and implementing innovative HRIS-driven solutions and talent management process improvements. This position requires a strong blend of HR generalist knowledge, technical HRIS proficiency, and the ability to build and sustain relationships to effectively navigate complex situations.

Essential Duties and Responsibilities:

Employee Relations and Compliance:

- Provide guidance and counsel to managers and employees on a range of HR policies, procedures, and best practices, including employee relations, performance management, disciplinary actions, and terminations.
- Support conflict resolution, conduct investigations when necessary, and ensure fairness and consistency in all employee interactions.
- Stay abreast of relevant federal, state, and local employment laws and regulations, particularly those impacting higher education, and ensure compliance in all HR practices.
- Support unemployment requests and workers' compensation claims.
- Partner in coordinating and supporting leave administration.

HRIS Optimization:

- Serve as the subject matter expert for HRIS (Oracle), managing data input and ensuring accuracy and integrity of all HR data.
- Oversee and coordinate employee appointments, changes, separations, recruiting, onboarding, and other transactions, ensuring timely and accurate processing.
- Develop and implement ongoing audits and process reviews to ensure data accuracy and to improve efficiency.
- Partner with technical support and other relevant teams, collaborating on system integrations, updates, and troubleshooting HRIS-related issues. Identify and implement user-friendly and efficient system capabilities to drive business process improvements.
- Prepare and generate various HR reports and analytics to inform decision-making and ensure compliance with reporting requirements.

Talent Management and Development:

- Manage full-cycle recruitment, including developing job descriptions, overseeing applicant tracking, and coordinating interviews and selection processes.
- Coordinate and facilitate new employee onboarding programs, leveraging system functionality, ensuring a smooth and welcoming experience for new hires.
- Advise managers and employees on training needs, and performance review processes.

Compensation and Benefits:

- Support compensation program administration, including job analysis – supports development of job descriptions, understands compensation benchmarking to develop salary offers, and equity reviews, in consultation with management.
- Provide information and support to employees regarding benefit programs including annual open enrollment and life events.

Other Responsibilities:

- May lead or support special HR projects and initiatives, including system implementations or upgrades, process improvements, or organizational development initiatives.
- Provide support to other HR staff and act as a backup when necessary.

Beloved Community Expectations:

- Consistently models Beloved Community Expectations.
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences.
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others.
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others.
- Respects the talents and contributions of all individuals.
- Willingness to learn more about the social construction of race and racism in the United States, including how race provides systems of advantage and disadvantage.
- Ability to reflect on one's own racial identity and how it has shaped one's own life experiences.

Positions Supervised:

- None

Major Contacts:

- Saint Michael's College Staff, Faculty, Students
- Saint Michael's College Managers and Leaders
- Green Mountain Higher Education Consortium (GMHEC)
- Various vendors and providers

Required Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 4–7 years of HR experience with a focus on employee relations, and generalist duties including recruitment.
- Proven expertise in HRIS administration, including system implementation.
- Knowledge of HR principles, practices, and employment law, especially in higher education.
- Strong communication, professionalism, and analytical skills.
- Ability to handle confidential information.
- Proficiency in Microsoft Office Suite.

Preferred Qualifications:

- HR certifications like SHRM-CP or PHR.
- Experience with specific higher education HRIS platforms (e.g., Ellucian Banner HR, Oracle).
- Experience in a unionized environment.
- Experience with visa and immigration processing.

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Senior Human Resources Generalist, the employee is regularly required to sit and talk or hear and sometimes required to stand, walk, reach with arms and hands, and stoop, kneel, crouch or crawl. Occasionally the employee may be required to lift and/or move 10-25 pounds. Specific vision abilities required for this position are close, distance, color, peripheral, depth perception, and the ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.