

# WVNET

## Position Announcement

The position serves the West Virginia Network (WVNET), located at 837 Chestnut Ridge Road, Morgantown, West Virginia, 26505. WVNET is one of the nation's oldest research educational networks and is dedicated to providing service to state government, K-12, public libraries, county governments and non-profit agencies.

**Date:** April 2, 2019

**Position Title:** Human Resources Generalist

**Classification:** Non-Classified, FLSA Exempt

### **Duties and responsibilities**

WVNET is seeking a Human Resources Generalist who will manage the day-to-day operations of the Human Resource (HR) office. They will manage the administration of the human resources policies, procedures, and programs. They will carry out responsibilities in the following functional areas: employee relations, training and employee development, benefits, compensation, and employment searches.

### **Knowledge, skills, and abilities (KSAs)**

- Assist with all internal and external HR related matters
- Participate in developing HR guidelines and procedures
- Investigate complaints brought forward by employees
- Coordinate employee development plans and performance management
- Perform orientations and update records of new staff
- Manage the organization's employee database and prepare reports
- Produce and submit reports on general HR activity
- Assist with payroll management in Oasis
- Keep up-to-date with the latest HR trends and best practice
- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise

- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of HR policies
- Undertake tasks around performance management
- Organize annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Ensure compliance with labor regulations
- Work closely with the WVHEPC to implement state initiatives related to HR.

**Education:**

- Bachelor's Degree, preferably in HR or related field; advanced degree and/or advanced certifications preferred.

**Experience Requirements (2-3 years):**

- Proven experience as an HR Generalist
- Understanding of general HR policies and procedures
- Good knowledge of employment/labor laws
- Fantastic knowledge of HR functions and best practices
- Excellent organizational and conflict management skills
- Strong decision making and problem solving skills
- Outstanding knowledge of MS Office; HRIS systems (e.g. PeopleSoft) will be a plus
- Excellent communication and people skills
- Aptitude in problem-solving
- Desire to work as a team with a results driven approach
- BSc/BA in Business administration or relevant field
- Additional HR training will be a plus

**Salary.** Starting salary is competitive and commensurate with experience. Additionally, WVNET offers an excellent benefits package which includes comprehensive health, retirement, and insurance plans as well as generous amounts of vacation, sick, and holiday leave.

**Closing date: April 26, 2019**

**Application process.** Submit a cover letter and resume **via e-mail** to WVNET Human Resources at [careers@mail.wvnet.edu](mailto:careers@mail.wvnet.edu) with Human Resource Generalist in the subject line.  
EEO/AA