

Human Resources Generalist

This position identifies, develops, and promotes employer of choice and wellness programs, coordinates training programs, coordinates certain employee benefit programs, and maintains statistical Human Resources reporting. Will also assist with the recruitment, selection, and orientation of new employees. The Human Resources Generalist will act as back-up to other members of the Human Resources department supporting a generalist model and promoting teamwork.

Responsibilities include:

Produce and distribute weekly Job Opportunity Announcements and update the Employment page on Cranbrook's website. Recommend new job posting and job board sites to ensure a diverse and inclusive pool of qualified applicants. Work with hiring managers to draft and place ads in various position appropriate publications and websites. Complete background checks for new hire candidates once job offers have been made and coordinate onboarding process. Coordinate Phase I and Phase II of the New Hire Orientation Program. Coordinate employee training. Develop and maintain statistical reporting from the Human Resources database. Coordinate annual events such as Employee Picnic, Employee Appreciation, Bring Your Child to Work Day, Health Fair, and new initiatives. Administer the COBRA Notification process, which consists of preparing the initial COBRA Notice and COBRA Election Notice and mailing them to eligible employees. Administer Unemployment claims including response and dispute resolution. Other duties as assigned.

Requirements:

To perform successfully in this position, the employee must possess a Bachelor's Degree in Human Resources or a related field and at least three years of Human Resources generalist experience, or an equivalent level of education, training, and experience in Human Resources. Experience in developing and coordinating employee programs is preferred. Requires strong computer skills in Microsoft Word, Excel, PowerPoint, and Publisher in order to create complex spreadsheets, mail merges, presentations, and employee communications. Requires experience in implementing, maintaining, and reporting from an HRIS system. Experience with Ultimate Software/Kronos UKG is preferred. Must have the ability to effectively prioritize and organize multiple tasks. Requires excellent verbal and written communication skills with an emphasis on creating unique and engaging communication pieces and providing effective customer service to multiple constituents. Requires a valid Michigan driver's license with satisfactory driving record.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement. We also offer generous paid time off, 10 paid holidays and 3 optional holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014, or email humanresources@cranbrook.edu