

IOWA STATE UNIVERSITY FOUNDATION

Human Resources Generalist (Associate Director or Director)

Join the Iowa State University Foundation in its charge to advance Iowa State University through philanthropy, helping thousands reach new levels of greatness. The Iowa State University Foundation is seeking an outgoing, enthusiastic, hard-working, goal-oriented individual to join our team.

Your Next Career Move...

As an essential member of the Human Resources team, you will play an integral generalist role in recruiting, analytics, employee relations, and learning and development. You will assist with the design and help administer human resources policies, programs, and practices for 145+ staff, as well as serving as HR liaison to student employees and their managers.

The HR team's goal is to create a work environment where employees are motivated to perform their best every day.

Based on qualifications and experience, a selected candidate may hold one of these job titles: Associate Director or Director of Human Resources.

Core Responsibilities include but are not limited to:

- Collaborate with hiring managers to develop job descriptions and job postings. Conduct applicant screenings and reference verifications.
- Ensure a positive candidate experience throughout the interview process.
- Respond to employee questions and/or requests in person, by email, or phone and provide general direction as needed.
- Maintain an awareness and understanding of trends, regulatory changes, employment law, new technologies, and other developments in human resources.
- Participate in HR team strategic planning and annual business planning process.
- Partner with leaders to communicate and train on HR policies, procedures, programs, and laws.
- Serve as an internal consultant for our HRIS system and maintain employee data.
- Collects, structures, analyzes and reports on HR processes and data, utilizing the HRIS system as well as other data sources. Updates quarterly HR scorecard and provides suggestions for continuous improvement.
- Review, investigate, evaluate, and resolve employee relations matters as needed.
- Consult on internal staffing issues, promotions, and employee classification.
- Identify needs, facilitate planning, develop content and/or deliver organizational training programs, and work with external consultants as needed.
- Manage the semi-annual performance management process through the HRIS system and work with leaders to ensure performance reviews are conducted appropriately and accurately reflect employee performance.

Qualifications

Education & Work Experience

- Bachelor's degree in human resources, business, or related field required. Master's degree in Human Resources or related field, SHRM-CP, or SHRM-SCP designation a plus.
- Three years of human resources generalist experience, minimum. Strong generalist background with a broad knowledge of strategic planning, employment law, employee relations, recruiting, organizational development and training, and HRIS analytics.

Desired Skills & Experience

- Broad knowledge of and experience with HR principles.
- Superior ability to establish and sustain relationships, even when conflicts arise.
- Experience in employee relations, including investigations, is essential.
- Excellent customer service skills, organizational skills, and attention to detail.
- Demonstrated written and oral communication skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Autonomy to work independently, as well as the ability to foster collaborative efforts.
- Knowledge of state and federal laws (FMLA, ADA, EEOC, FLSA, GINA, etc.) and employment practices.
- Computer literacy with knowledge of Microsoft Office and HRIS systems (UKG preferred).
- Ability to act with integrity, professionalism, and confidentiality.
- Creativity, patience, a sense of humor and a belief in our organizational mission of: *Aligning donor passion and generosity to advance Iowa State University's land grant ideals.*

Travel: No travel required

FLSA Status: Exempt

Location: Ames, IA; potentially hybrid

To APPLY please include the following items:

- Resume
- Cover letter with salary requirements
- Three professional references' names and contact information

For additional information, visit the following pages:

- [Iowa State University Foundation](#)
- [Iowa State University](#)