Human Resources Generalist
The Human Resources Office of the Ames Laboratory is seeking applications for a Human Resources Generalist. Ames Laboratory is a Department of Energy (DOE) funded national laboratory operated through contractual agreement with Iowa State University (ISU). This position will support Ames Laboratory in all areas of Human Resource management for a group of approximately 400 faculty, staff, postdocs and students and approximately 200 additional facility users and collaborators.

Candidates considered for this position will possess an array of HR generalist capabilities in the areas of compensation, classification, employee/labor relations, and talent management. Candidates should possess a strong ability to analyze data, and apply that analysis to help align Human Resource initiatives to meet Ames Laboratory business needs. In addition, the successful candidate will demonstrate expertise in the following key areas:

- Oversight of salary/wage programs, specifically the analysis of data for meeting DOE reporting requirements
- Diversity & Inclusion
- Management of Graduate Student appointments

Excellent verbal and written communication skills, the ability to positively influence and impact the Ames Laboratory through the building of strong relationships, and offering innovative solutions within the area of Human Resources, are critical skills needed in this position. Furthermore, the ability to work well with individuals at all levels of the organization and of various cultural backgrounds, in addition to the ability to work well with others as a team or independently as necessary are required.

**Required Qualifications:**
Bachelor’s degree and 4 years of experience; OR a Master’s degree and 2 years of experience; OR a combination of education and/or experience totaling 8 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

**Preferred Education and experience:**
Masters Degree.
Demonstrated ability to use computer software for communication, data management, and presentations.
Experience developing, administering, and/or coordinating compensation programs.
Experience with Diversity & Inclusion initiatives.
Experience in a University, government, and/or research environment.
Experience as an HR generalist.
Additional HR experience

Preferred Licensures/Certifications
PHR (Professional in Human Resources), SPHR (Senior Professional in Human Resources), SHRM – CP (SHRM Certified Professional), or SHRM – SCP (SHRM Senior Certified Professional)

To apply for this position, visit
http://www.iastatejobs.com:80/postings/16354

If you have questions regarding this vacancy, please email Lynnette Witt at witt@ameslab.gov or call 515 294-5740.

Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability, or protected veteran status, and will not be discriminated against. Inquiries can be directed to the Director of Equal Opportunity, 3350 Beardshear Hall, (515) 294-7612.