

Summary

Are you a skilled HR professional with at least three years of experience in a fast-paced, complex environment? Join our University Human Resources team as an **HR Generalist II**, where you'll play a key role in supporting employees and managers while enhancing the overall HR experience across campus.

Key Responsibilities:

- Provide frontline HR guidance and customer service for position creation, recruitment, hiring, employment changes, pay adjustments, and academic appointments.
- Advise managers and employees on HR policies and procedures, ensuring compliance and resolving inquiries.
- Process and review HR transactions in Workday, maintaining data accuracy and integrity.
- Escalate complex HR issues appropriately within University Human Resources.
- Offer proactive consultation on performance management, including reviews, ratings, and improvement plans.
- Communicate and advise key leaders on university policies, processes, and best practices.
- Serve as a subject matter expert on HR-related matters and connect units with specialized HR services when needed.

This is a great opportunity to grow professionally while making a meaningful impact on the university community.

For more information about our team, please visit:

[HR Delivery - University Human Resources](#)

To apply for this position, please use the link below:

https://isu.wd1.myworkdayjobs.com/IowaStateJobs/job/Ames-IA/Human-Resources-Generalist-II_R17322