

THE UNIVERSITY OF RHODE ISLAND FOUNDATION & ALUMNI ENGAGEMENT

Human Resource Generalist

(Focus on talent management that incorporates diversity and inclusion)

Overview:

The University of Rhode Foundation and Alumni Engagement is seeking a talented and experienced HR generalist to join our team. The HR generalist will manage the full-cycle recruitment process, with a focus on attracting diverse candidates, as well as developing and implementing strategies to promote diversity and inclusion across the organization. The ideal candidate should have three to five years of HR experience with demonstrated success in talent management, including recruitment, and diversity and inclusion initiatives. This position reports to the director of Human Resources.

Key Responsibilities:

- Manage full-cycle recruitment process for all positions, including management and senior leaders.
- Develop and implement effective recruitment strategies to attract a diverse pool of candidates, including job postings, social media, networking, and employee referrals.
- Source and screen candidates, schedule and conduct interviews, and provide recommendations to hiring managers.
- Collaborate with hiring managers to understand their staffing needs, develop job descriptions, and establish hiring criteria.
- Facilitate new hire orientation, including reviewing company policies, benefits, and training programs.
- Provide guidance and training to hiring managers on best practices for recruitment and hiring, diversity and inclusion, and regulatory compliance.
- Implement diversity, equity, and inclusion initiatives to promote a welcoming and inclusive environment for all employees.
- Partner with the senior leadership team to provide guidance and support on employee relations issues, performance management, and conflict resolution.
- Manage HRIS data entry, ensuring accuracy of employee records, and assist with HR reporting and analytics.
- Participate in HR projects and initiatives as assigned.

Qualifications:

- Bachelor's degree in human resources or related field.

- 3-5 years of experience in human resources with a focus on talent acquisition, recruitment, and diversity and inclusion initiatives.
- Knowledge of employment laws, regulations, and HR best practices.
- Experience with applicant tracking systems and HRIS; ADP Workforce Now preferred.
- Strong communication and interpersonal skills.
- Demonstrate an unwavering commitment to quality standards, particularly in handling highly personal and confidential information.
- Ability to work independently and collaboratively in a fast-paced environment.
- Demonstrated ability to manage multiple priorities and meet deadlines.
- Passion for promoting diversity and inclusion in the workplace.

Competencies:

- Communication: must possess excellent verbal and written communication skills to effectively work with employees, managers, and other stakeholders.
- Relationship management: must be able to establish and maintain positive relationships with employees, managers, and other stakeholders.
- Problem solving: must be able to identify, analyze, and solve problems effectively.
- Business acumen: must have a solid understanding of the organization's goals, strategy, and operations.
- Adaptability: must be able to adapt to changing business and market conditions.

If you don't fit all these qualifications, education, or experience, but believe you're still a great fit, feel free to apply and tell us why in your cover letter.

Salary Range: \$55,000- \$75,000 annually, depending on experience.

Join the URIFAE team!

Join our team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off, and unparalleled retirement savings programs. For this position, the work schedule would be four days in the office and one day of remote work. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

Applications

Send email your cover letter, resume, and salary requirements to URIFAE-hr@etal.uri.edu. To provide equal employment and advance opportunities to all individuals, employment decisions at URIFAE will be based on merit, qualifications, and abilities.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, pregnancy, national origin, age, veteran status, physical or mental

disability, sexual orientation, gender identity or expression, genetic characteristics or any other characteristic protected by law.