



# Prescott College

## Job Description HR Generalist

**Position Title:** HR Generalist

**Department:** Human Resources

### Position Overview

The HR Generalist provides operational and tactical support across all core human resources functions. This role is responsible for executing daily HR tasks including onboarding, benefits administration, HRIS record maintenance, basic employee relations, and compliance support. The ideal candidate is detail oriented, customer-service minded, and efficient at supporting employees throughout their employment lifecycle.

### Key Responsibilities

#### 1. Full-Cycle Talent Acquisition & Sourcing

- Partner with department hiring managers to define job requirements
- Post open roles across various recruitment channels (LinkedIn, Indeed, specialized job boards, and Higher Ed platforms).
- Review resumes, schedule interviews, and coordinate structured interview loops with hiring managers.
- Prepare job offer letters for selected candidates.

#### 2. Onboarding & Offboarding

- Facilitate new hire orientation, conduct background checks, and ensure timely completion of Form I-9 verification (E-Verify).
- Setup personnel records in the HRIS, and coordinate department-level orientation.
- Conduct exit interviews, process offboarding paperwork, collect company property, and coordinate final pay with payroll.

#### 3. Benefits & Payroll Support

- Serve as the primary point of contact for routine employee inquiries regarding health benefits, PTO, and life event changes.
- Assist with annual Open Enrollment logistics and benefits documentation distribution.
- Perform monthly benefits billing reconciliation and carrier audits.
- Submit payroll adjustments (e.g., new hires, terminations, wage changes, deductions) to the payroll department/vendor.

#### 4. Employee Relations & Workplace Culture

- Respond to general employee questions regarding company policies, procedures, and handbook guidelines.
- Assist in organizing employee engagement initiatives, wellness activities, and company events.
  - Serve as an escalation point for department supervisors on employee relations matters, directly resolving complex workplace disputes and formal grievances.
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#### 5. Compliance, Leaves, & Records Management

- Maintain accurate, up-to-date digital employee files and compliance documentation in accordance with federal, state, and local laws.
- Administer routine leave requests (FMLA, sick leave, military, personal) and track return-to-work dates.
  - Administer Workers' Compensation claim filings and initial documentation tracking.
  - Serve as Title IX Coordinator, ensuring compliance with federal sex discrimination laws, overseeing neutral investigative processes, and coordinating mandatory training and reporting.
  - Help maintain required labor law postings across company facilities.

#### 6. Student Employment

- Onboard student workers to the NG WebSolutions platform (JobX & Timesheet X)
- Approve Supervisor applications
- Approve Job Postings
- Approve hires
- Approve bi-weekly payroll and finalize the payroll process

### Qualifications & Requirements

- **Education:** Bachelor's degree in Human Resources, Business Administration, or related field (or equivalent experience).
- **Experience:** 2–4 years of progressive HR experience in a generalist or coordinator capacity.
- **Certifications:** SHRM-CP or PHR preferred.
- **Technical Skills:** Hands-on experience with HRIS platforms (PayCor) and Microsoft Office / Google Workspace.
- **Knowledge:** Solid understanding of core federal and state employment laws (FLSA, FMLA, ADA, EEOC).
  - **Soft Skills:** Strong interpersonal communication, high discretion with confidential data, and organizational skills.