

Western Theological Seminary Job Description

Job Title	Human Resources Generalist
Department	Administrative
Reports To	Business Office
Work Schedule	Full-Time
FLSA Classification	Exempt
Date	July 2024

Summary of Responsibilities

Assist in achieving the mission of Western Theological Seminary to “form women and men for faithful Christian ministry and participation in the Triune God’s ongoing redemptive work in the world” by ensuring the smooth operation of the seminary’s human resource activities. Manage and execute HRIS processes and functions. Work in tandem with and counsel employees and supervisors on key human resource decisions and issues.

Essential Duties and Responsibilities (Other duties may be assigned)

- Manages core human resources functions of the seminary, including the elements of the employment cycle, compensation and benefits programs, and special circumstances
 - Process bi-weekly payroll and annual tax forms
 - Coordinates and manages Open Enrollment opportunities for benefit elections
 - Supports employees as they interact with carriers or benefit providers
 - Manages hiring and onboarding of new employees
- Ensures compliance with local, state, and federal employment laws and regulations
- Coordinates annual review process for all seminary staff and maintains employee personnel files
- Manages updates to the seminary employee handbook

Knowledge and Abilities

- Highly organized and efficient, meets deadlines
- Maintains confidentiality
- Ability to communicate effectively, both orally and in writing, with clarity and cultural sensitivity
- Strong relational abilities including interpersonal, negotiation, and conflict-resolution skills
- HRIS or other database management experience
- Knowledge of employment law (e.g. Affordable Care Act, Title VI/VII of Civil Rights Act, ERISA, FMLA)

Qualifications

- Demonstrable mature Christian faith and commitment to ministry and service
- Commitment to the mission of WTS and its identity as an institution of theological education
- Demonstrated experience in a Human Resources role (3-5 years)
- Experience in Higher Education environments (preferred)
- PHR or SHRM-CP (preferred)
- Spanish language competence (a plus)
- Bachelor’s degree or equivalent experience