



ST. FRANCIS COLLEGE

THE SMALL COLLEGE OF BIG DREAMS

Human Resources Generalist

St. Francis College, Brooklyn (the “College”) is embarking on an ambitious plan to revitalize even as it remains true to its core mission: private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, social responsibility, justice and life-long learning. We are committed to diversity, equity and inclusion and we serve one of the most diverse student populations in New York City and the country. Candidates who have the professional skills, experience, and willingness to engage with a collaborative and diverse college community are particularly sought.

Position Summary: Reporting to the Executive Director of Human Resources, the Human Resources Generalist performs a broad range of duties for the College’s Office of Human Resources (HR). The planned focus of this position is on all facets of employee Leaves and Accommodations Management, Training and Development, Performance Management, and Recruitment. However, this position also supports the work of the Executive Director and all other HR team members and may be asked to perform the full range of HR generalist duties for the College.

Duties and Responsibilities:

- Manage, oversee and administer all aspects of the various employee leaves types, including, but not limited to: sick leave, leaves of absence, family and medical leave, disability leave, paid family leave, workers compensation leave and all related return to work procedures. Tracks all leaves and serves as the College’s main point of contact for employees, supervisors, the payroll office, insurance carriers and OSHA. Utilizes the carrier’s on-line platforms to facilitate claims processing and administration. Informs employees of their rights and responsibilities in connection with all leaves and monitors all related data and transactions.
- Manage, oversee and administer all aspects of employee requests for reasonable accommodations. Serve as the College’s main point of contact for employees in the interactive dialogue process, coordinates requests with the employee’s supervisors, and recommends an appropriate College response. Tracks all requests and monitors all related data and transactions.
- Manage and administer employee training and development compliance within the College’s various on-line Learning Management Systems platforms, including, but not limited to training programs such as sexual harassment, non-discrimination, on-boarding, anti-bias, diversity, equity and inclusion (“DEI”), performance management, and other training programs. Disseminate employee training program invitations and ensure fulfillment with each assigned program. Conduct management and employee training programs on a variety of topics as may be necessary or assigned.
- Assist with and manage compliance with the College’s performance management programs and requirements and ensure consistent application of standards. Act as a primary point of contact to gather and accurately compile performance appraisal documentation from supervisors and senior management College-wide.
- Manage or assist in the College’s job posting program, applicant tracking system, remote/in-person interviews, and interface with the candidate screening and selection processes. Assist in the appointment of search committees for each position, maintain compliance with all related

training and development requirements, collect all interview process documentation, and ensure that DEI considerations are a component of each hiring process. Assist in the reference and background check processes of selected finalist candidates.

- Compile, analyze and report data and identify trends in connection with all duties and responsibilities.
- Perform or assist with other HR administrative duties, including, but not limited to: new hire onboarding/orientation; payroll; benefits programs; COBRA administration; Human Resources Information Systems (HRIS) administration; employment verifications; survey responses; Open Enrollment; responding to employee requests; employee relations; collective bargaining; HR Investigations; exit interviews; and, unemployment insurance claims administration.
- Maintain current knowledge of all applicable College policies, procedures, and programs, as well as applicable laws and regulations impacting HR and employees.
- Represent the Office of Human Resources on College committees and in meetings as required.
- Collaborate effectively with all other College offices and constituencies.
- Perform special projects and all other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Human Resources or closely related field from an accredited college or university.
- Three (3) years of progressively responsible full-time work experience in a human resources generalist or specialist role with considerable experience in the areas of employee leaves management and employee accommodations. Some training and development and talent acquisition experience is also required.
- Demonstrable knowledge and understanding of the various laws, regulations and programs that pertain to employee leaves and reasonable accommodations, including, but not limited to, the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), the New York State Paid Family Leave Act (PFL), New York State and federal paid sick leave and reasonable accommodation laws, short and long-term disability programs and Worker's Compensation.
- Working knowledge and well versed in the areas of federal, state and local employment laws.
- Working knowledge of computer programs, including Microsoft Office suite of applications and advanced Excel and Word skills.
- Hands-on experience working with the on-line platforms of third party vendors, including, but not limited to, insurance carriers, Learning Management Systems, training platforms, recruiting platforms and resources, and HRIS systems.
- Ability to maintain the highest degree of personal integrity, ethics, professionalism and objectivity.
- Ability to manage sensitive, challenging and complex issues and maintain confidentiality.
- Excellent organizational and time management skills. Ability to multi-task and handle multiple priorities in a fast paced environment.
- Strong problem solving and analytical skills.
- Excellent customer service and interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to work collaboratively in a team environment.
- An appreciation and understanding of working in an inclusive and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

About St. Francis College:

For 160 years, St. Francis College, has been driven by dreams-powered by big ideas, bold ambitions, and the courage to bring them to life. Located on a dynamic campus at a global crossroads, St. Francis College invites students to learn in the heart of Brooklyn, an exhilarating mix of cultures and neighborhoods, home to innovative starts, storied organizations, and the city's largest concentration of college students. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City, and to serve the needs of the local community in which they live and study.

The College is strongly committed to diversity and inclusion on our campus and all qualified applicants will receive consideration without regard to age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence or any other characteristic protected by law. We are an Affirmative Action, Equal Opportunity employer and we are committed to increasing the diversity of our faculty, staff, students, and the curriculum. Qualified candidates of diverse backgrounds are therefore encouraged to apply.

Interested applicants can apply by clicking [here](#).