

HR Generalist, Substitute System/Recruitment [.50FTE]

Recruitment #:	S2244
Review Date:	Immediate review Open until filled
Department:	Human Resources
Annual Salary Rate:	\$42,500 - \$50,000 [pro-rated for .50FTE]

Position Summary:

The HR Generalist, Substitute System/Recruitment position will be responsible for coordinating the employment, hiring process and will enter employee job records into Banner HRIS for all hourly substitute teachers and caregivers that are hired under the Substitute System grant house in The Research Institute (“TRI”). This position communicates a variety of information to applicants, new employees, and existing staff paid via the Substitute System grant. They are responsible for contacting TRI as new applicants apply, creating and posting job announcements, advertising open positions, screening and tracking applicants, and completion of background checks. This position is also responsible for processing and record keeping functions regarding salary set-up for hourly substitute teachers and caregivers in Banner (HRIS).

Minimum Requirements:

- Bachelor’s Degree
- 2-3 years of experience working within an office setting
- Advanced knowledge of MS Office, and comfortable with learning new technical systems as needed

Preferred Qualifications:

- Proven experience working in an HR Department
- Multilingual (Spanish, Mandarin, Russian, Vietnamese)
- Proficient in BANNER and WordPress systems

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Women, BIPOC people, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if you don’t meet everyone of our qualifications listed. We are most interested in finding the best fit for the job.

Application materials:

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses each qualification of the position.
3. Resume/CV

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Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Background/Education Check:

A criminal background check will be completed as a condition of employment; an education check will be processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.