

## STAFF VACANCY ANNOUNCEMENT

### Personnel Officer (HR Generalist)

**Department:** Administration & Finance

**Position:** Full-time, 12 month position, full benefits package

**Wage:** \$19.47-\$24.34 per hour, commensurate with experience

**Union Affiliation:** Exempt

**Posting Date:** June 2020

### Description

The Human Resource Generalist provides consultation and leadership to the University of Montana Western campus with a high level of discretion and customer service. Working under the joint leadership of the Vice Chancellor for Administration and Finance (Montana Western) and the Associate Vice President for Human Resource Services (University of Montana), the Human Resource generalist coordinates all human resource functions on the Montana Western campus.

- Guidance and administration of compensation, classification, contracts and recruitment;
- Plan, coordinate and oversee the faculty and contracted staff recruitment lifecycle;
- Responding to inquiries/requests regarding all services provided by Human Resources;
- Performing special analysis and project work as directed by supervisors;
- Facilitate training/presentations on HR related topics ( e.g. recruitment procedures, onboarding) as needed to various constituents;
- Maintenance of a variety of spreadsheets, as needed; and performing related duties as required;
- Guide and support the campus supervisors in understanding and working through the progressive discipline process; Attend and represent the university in system-wide, state, and union meetings.

### Required Qualifications

- Demonstrated relevant experience, certification in human resources and/or Bachelor's degree in human resources (or related field) or equivalent education and experience.
- Demonstrated experience and application of human resources concepts, principles and practices.
- Demonstrated competence using personal computers and various software such as word processing, spreadsheets, database, presentation, email and internet. Microsoft Office software preferred.
- Demonstrated experience gathering and compiling information to analyze or evaluate to solve complex matters.
- Effective interpersonal, listening and communications skills including the ability to collaborate successfully with faculty, staff, students and applicants both in person and over the phone.
- Handle sensitive confidential situations and information.
- Balance independent work and team-oriented work in a productive manner to foster a cooperative work environment.
- Possess excellent organizational skills and critical thinking skills in order to prioritize and manage several simultaneous projects with dynamic, and sometimes conflicting priorities.
- Demonstrate accuracy and thoroughness in their work product.
- Have the desire to increase knowledge, acquire new skills and take on new projects and challenges.
- Demonstrated knowledge of and skill in interpreting and applying state and federal statutes, University and departmental policies and procedures.

## Preferred Qualifications

- Working knowledge of human resource laws and regulations.
- Experience in one or more of the following areas: compensation, benefits, recruitment and selection, onboarding, training and development, performance management, organizational development, employee and labor relations.
- Successful experience providing customer service for a diverse group of internal and external constituents in a complex organizational environment.
- Demonstrated experience delivering training and presenting to small and large groups.
- Experience providing sound human resource guidance to customers in a consulting capacity.

## Application

To apply, submit a letter of application, current resume, and the names, addresses, and phone numbers of at least three professional references. To be fully considered, the letter of application must address all of the job qualifications. Send application materials to:

Michael Reid, Vice Chancellor of Administration & Finance  
The University of Montana Western  
710 South Atlantic Street  
Dillon, MT 59725

Questions regarding this position should be directed to Mike Reid via email @ [michael.reid@umwestern.edu](mailto:michael.reid@umwestern.edu) or by calling 406-683-7031. Review of applications will begin immediately and remain open until the position is filled.

## The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 60 full-time faculty and 1,500 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western's faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

*The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.*