

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

HR Generalist

POSITION OVERVIEW

The HR Generalist performs a variety of specialized and technical work in support of employment functions in the area of recruitment, selection, employee processing, payroll and training. This includes assisting hiring departments in development of job descriptions, creating and revising advertising copy, posting vacancies, screening applicant pools, providing support through the hiring process up to and including submission of reports. The HR Generalist is responsible for the sourcing and staffing of qualified candidates; promoting the current job opportunities, establishing strategic proactive recruiting efforts, and supporting hiring managers to identify and fill the current and future staffing needs of the Academy. The HR Generalist will also be responsible for processing student payroll and acting as backup for the Payroll Specialist.

The HR Generalist develops and maintains a systematic training program including but not limited to standard legal hiring training, Title VII and Maine Human Rights Commission Training, USCG drug training, supervisory training and training related to civility in the workplace.

This role will contribute to the continuous improvement of human resources services and the department's reputation by actively engaging in all aspects of human resources. This includes but is not limited to

- Assisting employees
- Identifying potential areas for improvement
- Investigating and recommending courses of action to include the technological systemization of the hiring process
- Proactively identifying and taking advantage of opportunities to build on professional and procedural knowledge base
- Support to other members of the HR team.

This is a year-round, non-union Exempt (Confidential) position.

DUTIES

- Process student payroll and acts as backup for the Payroll Specialist.
- Posts and processes job requisitions in a timely manner.
- Assists with the implementation of the online employment system.
- Edits job descriptions and posts questions to target and reveal the best applicants.
- Works with advertising vendors to submit print and online ads to various publications in a cost-conscious manner.
- Ensures all posting language adheres to state and federal employment laws, stays current with all employment laws specific to hiring (Title VI, EEOC, ADA, FLSA, Harassment, etc.).
- Consults with applicants and potential applicants regarding the Academy's hiring process and is the liaison between the applicant and the hiring department.
- Reviews résumés and credentials for appropriateness of skills, experience and knowledge in relation to position requirements. Prescreens candidates.

- Proactively provides complete, accurate, and inspiring information to candidates about the Academy and position.
- Manages and coordinates all communication, scheduling, and logistics with candidates and hiring managers.
- Organizes, leads and documents post-interview feedback with hiring managers and candidates, and takes appropriate action when warranted.
- Maintains accurate and well-ordered documentation on all candidates, searches, hiring managers interactions, and other recruiting activities to ensure a safe and thorough audit if required.
- On occasion, performs detailed reference checking and/or reference analysis on selected candidates and reviews results of hiring manager reference checking as required.
- Submits all candidates for background checks, either national or state as necessary, reports adverse findings to HR Director.
- Extends online offers of employment to selected candidates under the direction of the Director of Human Resources. Manages the presentation, selection, offer, closing, and administrative components involved in full lifecycle recruiting.
- Collaborates with other departments (IT, Facilities, hiring department) to ensure smooth onboarding process.
- Provides accepted applicants with employment processing paperwork online and in advance of hire date. Uploads new hire data into HRIS.
- Develops ongoing creative and cost-effective sourcing strategies and recruitment programs.
- Develops and maintains strong working relationships with vendors, community organizations and other team members to create a partnership and a positive image of the Academy.
- Develops and implements monthly orientation process. Ensures that new employees have assigned mentors and onboarding schedule created by department. Assists in new Faculty orientation. Ensures that all legally mandated new employee training is provided and updated annually to maintain currency.
- Maintains all EEO data and ensure the Academy maintains compliance. Responds to all requests for government data.
- Assists HR Director with requests for reclassification and new job descriptions.
- Creates and oversees training and development of Academy staff.
- Identifies and drives training improvements that enable MMA to meet and exceed strategic and departmental goals.
- Responsible for maintaining employee orientation program, awards and recognition.
- Tracks employee development, maintains records of same, both paper and online.
- Develops and presents metrics to evaluate the success of the staff development program.
- Provides ongoing assessment of training needs and develops appropriate training plans/strategies.
- Establishes and implements training schedules and calendar for employees.
- Assists with other HR functions as necessary.

The statements above reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

SKILLS

- Proactive, independent, forward-looking, can-do attitude.
- Excellent interpersonal, organizational and communication skills are essential.
- Computer savvy, able to learn new software quickly and efficiently.
- Strong attention to detail.
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Excellent verbal and written communication skills.
- Collaborative team player.
- Demonstrated talent for interacting with a wide variety of people.
- Ability to effectively organize and coordinate multiple priorities.
- Problem solver.
- Demonstrated integrity and ability to maintain confidentiality.
- Demonstrated understanding of excellent customer service.
- Demonstrated ability to adapt to changing priorities and conditions.

QUALIFICATIONS

The ideal candidate will have the following preferred qualifications:

- Bachelor's Degree in Human Resources, Business Administration, Communications or related field.
- Previous administrative experience and/or customer service experience required.
- Minimum of two years of experience related to recruitment and selection, or the equivalent combination of experience and education.
- Prior management experience preferred.
- Prior payroll experience preferred.
- HRIS (Great Plains) experience preferred. Experience with applicant tracking system desired.
- Computer proficiency with the ability to utilize MS Word, Excel, Outlook, PowerPoint.
- Prior budgetary experience helpful.
- Experience in an educational setting preferred.
- Proven written and oral communication skills required.
- Proven ability to perform administrative and organizational aspects of the program.
- Demonstrated ability to think analytically and strategically.
- Knowledge of human resources rules, federal and state laws: EEO, OFCCP, ADA, EPA, FLSA, ADEA, etc.

SPECIAL CONDITIONS

- Background check is required

WORKING CONDITIONS

- Sitting/computer keyboard manipulation/computer screen
- Must be able to visually inspect work and generate own work on computer
- Must possess a valid driver's license
- Close office setting
- The position may involve evening and weekend work