

Summary:

The Student Life Human Resources (SLHR) unit is part of the Division of Student Life at the University of Michigan. The unit provides the full employment life cycle of services to the 1500+ employees (professional and bargained-for), and approximately 3000 students and temporary staff within the Division.

The HR Employment Specialist is responsible for managing and administering the end-to-end hiring process for a designated client group, supporting a variety of employment types, including temporary, bargained-for, student, and professional staff. This role handles high-volume transactional HR support across multiple university systems and includes substantial administrative responsibilities. You will play a critical part in ensuring accurate personnel transactions, maintaining compliance with policies, and delivering exceptional customer service to internal stakeholders.

You will report to the Associate Director of HR Operations, and you will be an important member of the team supporting our full cycle of employment processes. This role is currently hybrid and requires some on-site work in Ann Arbor, Michigan.

Position Responsibilities

Hiring Process Administration (70%)

- Manage hiring processes for the assigned group or client base, which may include temporary, bargained-for, student, and professional staff employees. Including but not limited to supporting job fairs, internal/external job postings, preparing job offer communications, hiring status tracking spreadsheets, etc.
- Applies advanced knowledge of business processes
- Act as the point person to help train new team members on hiring processes (as needed), and day-to-day questions
- Administer and complete transactions related to establishing and maintaining personnel appointments for permanent and temporary employees, including funding changes, hiring and termination processes
- Cross-train on other areas in the department, and provide support for high-volume areas such as student employment or others as needed
- Process various applications, employment, pay rate changes, informational, and other confidential forms and records
- Provide excellent customer service to units, leaders, and other colleagues including acting as a contact for the Student Life processes
- Prepare HR and other related reports and provide analysis as needed
- Train new supervisors on hiring processes as needed
- Prepare written correspondence and perform other administrative duties
- Provide administrative support for other HR processes including, but not limited to, tuition reimbursement
- Navigating the employment processes of units with differing missions, with a large population of bargained-for staff

Consultation and HR Projects (30%)

- Consult with unit managers, leaders, and HR Staff to understand unit needs and business priorities
- Problem-solve issues around hiring, employment and termination processes in partnership with key stakeholders
- Identify, recommend and implement ways to streamline and optimize our processes
- Proactively facilitate meetings and coordinate with stakeholders to keep everyone informed, address gaps and anticipate issues
- Maintain and distribute as appropriate, employee information, policy and procedure updates, and other communications
- Respond to routine questions on human resources policies and procedures and engage HRBPs as appropriate
- Lead or participate in ongoing or one-time projects within area of responsibility
- Engage in other duties assigned by leadership which may include reporting requests, HR team support, department activities or needs

Required Qualifications:

Senior Level

- High school diploma
- 4-5 years experience managing employment processes such as hiring/job postings, applying contractual requirements, inputting transactions, maintaining employee records, or other HR administrative-related areas
- 1 or more years of customer service experience in a shared service center, human resources team, or business office
- Experience with MPathways/PeopleSoft, or similar Enterprise Resource Planning (ERP) system or database entry

Intermediate Level:

- High school diploma
- 2 or more years' experience managing employment processes such as hiring/job postings, applying contractual requirements, inputting transactions, maintaining employee records, and others
- 1 or more years of customer service experience in a shared service center, human resources team, or business office

- Experience with MPathways/PeopleSoft, or similar Enterprise Resource Planning (ERP) system or database entry
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Underfill Notice: This position will be filled at the HR Employment Specialist Senior salary range of \$42,750 - \$49,200 as the primary goal. The requirements listed below reflect the Senior level expectation. However, those with lesser experience are encouraged to apply and may be considered if the primary goal is not met. Lesser experienced candidates will be reviewed at the HR Employment Specialist Intermediate salary range of \$39,650 - \$44,100.
