

JOB ANNOUNCEMENT

Florida Memorial University (FMU) is seeking a full-time *Human Resources Generalist* who will report to Director of Human Resources. Initial screening of applications begins August 2019 and continues until the position is filled. The position is based in Miami Gardens, FL.

Responsibilities includes providing governance and producing solutions in personnel management. This position carries out responsibilities in the following functional areas: *talent acquisition, total rewards, employee relations, and employee records*. Supports university-wide human resources programs and activities in accordance with stated divisional objectives. Candidates should be highly motivated, well organized, and possess excellent written and verbal communications.

The candidate must demonstrate the ability to manage, prioritize and bring to completion multiple projects. The position requires a Bachelor's degree in Business Administration, Human Resources, or related field and three (3) years of work related experience. Master's degree and experience in higher education preferred. Experience with Applicant Tracking Systems is a plus. Proficiency in MS Office Suite, as well as knowledge and understanding of organization structure, workflow, and operating procedures. Extensive hours and weekends will be required at times.

To Apply

Qualified applicants are asked to submit a cover letter of interest, resume/curriculum vitae, and/or certifications, if applicable.

Supplemental Information

In addition to the completed application, candidates must submit a list of three professional references (at least one from a wage-documented previous employer) that includes names and contact information. Additional inquiries must reference *Human Resources Generalist* in the subject line of your email to hr@fmuniv.edu. Review of application materials will begin ASAP and will continue until the position is filled. **No phone calls please.**

Florida Memorial University is an Equal Employment Opportunity Employer.