



# Staff Vacancy

## Senior HR Specialist for Unclassified Employees EEO# BO 10-14

**Purpose:** Responsible for the overall coordination and evaluation of the Human Resources function regarding Unclassified personnel.

### **Responsibilities:**

The Senior HR Specialist for Unclassified Employees is under the direction and supervision of the Chief Human Resources Officer (CHRO), in the division of Administration and Finance. The Senior HR Specialist will be responsible for assisting the CHRO in providing overall strategic leadership and direction for human resources planning and administration for the University. The Senior HR Specialist will advise the relevant sections of policy, law and procedure that affect their area. The Senior HR Specialist will take a lead role in procedure development as well as the communication of those procedures to the affected employees. The Senior HR Specialist insures that Federal, state and University laws and policies are followed in the recruitment, hiring and data collection for Unclassified hires. The candidate will be responsible for the collection of documents required of Unclassified hires as well as maintaining the files with the understanding of the confidentiality required. The Senior HR Specialist for Unclassified Employees will have thorough knowledge of regulations regarding the retirement systems of Unclassified employees and will be responsible for the completion of documents and reports required by the various systems.

### **Qualifications:**

- Possession of a Bachelor's Degree in Human Resources or a related field.
- Advanced training and/or certification in Human Resources.
- Five years of professional experience in personnel administration preferably in a university setting.
- Thorough knowledge of modern methods, practices, and processes pertaining to human resource operations.
- Thorough knowledge of local, state and federal laws, standards, and regulations pertaining to personnel law.
- Knowledge of effective human resources information systems and uses of automated data processing.
- Ability to organize, coordinate and communicate effective hiring procedures.
- Ability to establish and maintain effective working relationships with related industry representatives, employees, applicants and the general public.
- Ability to communicate effectively, orally and in writing.

- Function well under pressure, and responds in an appropriate, professional manner.
- Demonstrates an understanding of the mission of the University and aligns practices and procedures with this mission.

**Applications:**

For consideration, please forward a resume, letter of intent, and (3) references to

Human Resources  
University of Louisiana at Lafayette  
P.O. Box 40196  
Lafayette, LA 70504