Human Resources Information System (HRIS) Specialist

This position is: OPEN

Position Summary

Provide technical, administrative and data support to Human Resources, Finance and requiring support or assistance. Serves as the HRIS subject matter expert providing data entry, maintenance, mapping, data implementation and infrastructure management for the various HR/Payroll systems and CROA database.

Responsibilities

Position Responsibilities

1. Provides technical, data entry and administrative support of all facets of the various HR and payroll employee/payroll databases. Serves as primary source for first level implementation, technical advice, guidance, and support to HR/payroll personnel in the utilization of Colleague and other HR/payroll software applications.

2. Identifies and directs implementation needs, assess issues and problem solve as necessary independently or in consultation with consultants to maintain and enhance the data.

3. Researches recommendations or solutions for implementation, improvements and strategies to ensure a robust platform for employee data and salary tracking needs.

4. Tests, supports and maintains modifications, utilities and tools associated with the Colleague implementation for HR with special focus on the HR Module and CROA modules. In addition to support software for advertising, and electronic storage of employee and salary data.

5. Oversees the data programing and management needs including data maintenance, auditing, reporting, corrections and data purges; as necessary.

6. In collaboration with the management team assists in the accurate documentation of business requirements, process narratives and process flows. As well as assists with project planning, scheduling, communication and implementation activities for systems upgrades or regular database management.

7. Serves as liaison between Human Resources and both internal and external constituents to provide systems support and management of the various HR software packages.

8. Manages and oversee report writing requests as well as serve as the lead to transfer reports from current system platforms to Colleague, CROA and/or other university established platforms. Analyzes and creates reports as needed to support the maintenance of employee records, audits and tracking.

9. Assist fellow colleagues and team members with training as needs arise.

10. Manage data entry and file migration for employee records in the Colleague system;

11. Oversees methods of migrating paper files to an electronic tracking format for employee employment records.

12. In collaboration with HR personnel, Network Services and payroll assists with data reporting and uploads for end of the year reporting's such as ACA tracking annual survey reporting needs.

13. Assist in establishing electronic storage files for employee records.

14. Maintain current knowledge for the technical components associated with programing, upgrades and systems migration.

15. Embodies values of caring and compassion, justice and integrity, competence and affirmation.

16. Seeks to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join together to achieve our common mission.

17. Other duties and projects as assigned.

Qualifications

- BA degree or equivalent technical education and experience. General knowledge of common human resources practices and employment laws and regulations,
- Proficient knowledge in current computer hardware and software: (Visual Basic.NET), Navicat, Navicat Report Writing, MySQL, MyCon, MS Access, Microsoft Office, and Ellucian/ Colleague/CROA.
- Previous experience with proficient knowledge in Ellucian and/or Colleague required.
- Ability to use one or more software development languages (VB.NET, MySQL, etc.)
- Excellent typing skills with the ability to type at least 55 words per minute.
- Strong communication and multi-tasking skills. Ability to work quickly, under pressure and to maintain tight deadlines.
- Excellent attention to detail, good problem solving skills and analytical skills.
- Ability to work well in a team and Christian environment.

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

1)   Affidavit;
2)   FBI Criminal Record Check;
3)   Pennsylvania Department of Human Services Child Abuse History Clearance and;
4)   Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.