

Professional Assistant (PA) – Human Resources Generalist – Central

Suffolk County Community College is an open admissions institution committed to serving a diverse student population in a variety of degree and career programs. It is the largest community college in the State University of New York (SUNY) system, enrolling more than 21,000 students at its three campuses in Selden, Brentwood, and Riverhead, as well as a Culinary Arts and Hospitality Center in Riverhead.

Suffolk County Community College is seeking an experienced Human Resources Generalist to deliver support in fielding general HR inquiries using the employee information system and delivering reports and data analysis on employment related information. This position will provide ongoing support of the daily functions of the HR team. Reporting to the Vice President for Human Resources. This position will administer and deliver resources to support the integrity of employee data and provide reports to support HR initiatives and operational plan.

This is an immediate vacancy for a full-time (12-month), tenure-track position as a Professional Assistant (PA) in the Office of Human Resources located on the Ammerman Campus in Selden. This is a Unit III position covered under the Faculty Association of Suffolk County Community College collective bargaining agreement with the College.

Job Description

Key responsibilities include:

- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Uses HR systems knowledge and experience to maintain accurate employee information. Creates reports and works closely with IT to transform business needs into user, functional, and system requirements using the Banner HR module.
- Serves as an HR partner to provide excellent and timely service to supervisors and managers.
- Oversees the position reporting and tracking of positions throughout the college and entry into the HRIS Banner system.
- Maintains integrity of employee data, salary tables and tracks all data and compensation changes in accordance with college policy and collective bargaining agreements.
- Utilizes resources to find answers and provide accurate, up to date information for employee inquiries. Provides high level of service while balancing need for efficiency.
- Partners with payroll to ensure changes to employment data is reconciled with payroll.
- Responsible for new hire paperwork, onboarding, and orientation. Serves as the liaison to coordinate all benefits at hire and termination with the respective external agencies.
- Ensures the completion of employees' paperwork in compliance with state labor laws.
- Maintains employee files and records directing college aides and staff as needed.
- Coordinates and tracks vacant position requests and all personnel transactions for purposes of reporting and recruitment.
- Conducts exit interviews and provides HR metrics, including but not limited to time to fill, turnover, leave data, etc.
- Performs routine tasks required to execute human resource procedures, including but not limited to compensation, benefits and performance management.

- Assists with coordination and correspondence of employee counseling and disciplinary meetings.
- Performs other duties as assigned.

The ideal candidate will demonstrate the following skills:

- Ability to work in a fast-paced environment with changing priorities.
- Ability to work effectively in a team environment while handling multiple tasks.
- Ability to gather and analyze data and generate reports.
- Strong attention to detail.
- Strong verbal and written communication skills, time management skills, research and organizational skills.
- Customer Service: Ability to provide a high level of customer service to faculty and staff in a professional, service-oriented, respectful manner using skills in active listening and empathy with each unique situation.
- Strong interpersonal skills and the ability to interact at all levels of the organization with diplomacy and professionalism including written and verbal communication skills. The ability to work independently with minimal direction.

Education and Minimum Qualifications:

- A Bachelor's Degree in Human Resources or a related field is required. A Master's degree, SHRM Certifications or equivalent HR certifications, HR experience in higher education and Banner is preferred.
- A minimum of 5 years of experience as an HR Generalist/Specialist within the Human Resources Department is required. Previous Employee Relations experience within a union environment in a complex organization is preferred.

We offer comprehensive benefits package that includes medical, dental and vision plans, vacation days, deferred compensation and a defined benefit retirement (pension) plan.

Step 1

Click on the following link:

<https://www3.sunysuffolk.edu/About/Employment.asp>

Step 2

Select position #23-60 and read the description.

Step 3

Click Apply Online to submit resume and cover letter.

The New York State Retirement and Social Security Law requires retirees of a public pension plan within the State or City of New York to disclose prior public employment and pension plan history for the purpose of establishing a retiree's eligibility for employment. Suffolk County Community College is an equal opportunity employer.