



## Wingate University HR Generalist

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,400 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 540 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at [www.wingate.edu](http://www.wingate.edu).

**Position Title:** HR Generalist

**Position Location:** Wingate Main Campus

**Position Summary:** The HR Generalist will support Wingate University's faculty, staff, and student worker communities. The primary focus is on assisting with general HR support with an emphasis in benefit, policy, and compliance.

### **Duties and Responsibilities:**

- Regular, predictable attendance on-campus with some flexibility of schedule with appropriate advance notification and approval. Some jobs may not have scheduling flexibility based on the nature of the job.
- Facilitates and/or provides employee training for various HR policies and processes.
- Responsible for assisting with the administration of all benefits and retirement programs and ensuring benefits are compliant and is involved in analyzing/making recommendations for benefits and the open enrollment process.
- Helps to maintain the HRIS and compiles reports from the system regularly to identify gaps or make recommendations.
- May assist with the annual performance review process including setting up the system, communicating with employees and managers regarding how to complete the reviews and ensuring reviews are completed.
- Provide backup for processing bi-weekly/monthly payroll on an as needed basis.
- Participates in events within and outside the HR department on campus.

### **Qualifications and Experience:**

- Bachelor's Degree in Business or related field required; Master's Degree in HRD preferred.
- 2+ years HR Generalist responsibilities.
- Knowledge of HRIS (ADP, Workday or other)
- Demonstrated commitment to continuous learning / improvement in diversity, inclusion, and cultural competence.

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at [careers@wingate.edu](mailto:careers@wingate.edu). In the letter of interest, please address the opportunities this role has to support Wingate University's dedication to diversity, equity and inclusion.

*Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status. At this time, we are currently seeking candidates with legal authorization to work in the U.S.*