



CONNECTICUT STATE COLLEGES & UNIVERSITIES

JOB OPPORTUNITY

CSCU Human Resources Associate

Open To:	The Public
Location:	61 Woodland Street, Hartford, CT
Hours:	Full-Time, 40 hours/week
Compensation:	\$53,200 – 69,200 hiring range / Professional 3 (<i>based on experience & training</i>)
Closing Date:	Open until filled with preference for those applications received by October 14, 2016.

The Connecticut State College and University System Office (CSCU) is seeking a Human Resources Associate to perform a broad range of professional level human resource functions, including but not limited to, CORE-CT Human Resource Management System (HRMS), contract administration, payroll, benefits, data collection and audits, and workforce and organizational planning.

Position Summary:

Located in Hartford, CT, this Human Resources Associate position is accountable for performing professional duties relating to human resources management and providing support to the System Office and the seventeen (17) institutions of the CSCU System. This position reports to the Director of HR Administration in the System Office HR Division.

Essential Duties and Major Accountabilities

1. Provides oversight and functional assistance to CSCU colleges & universities involving the CORE-CT HRMS, replying daily to customer service inquiries involving benefit, payroll, time & labor, and EPM issues.
2. Responsible for the administration of employee benefit programs provided by the State of Connecticut and for assuring that CSCU employees are current with information regarding these benefits.
3. Provides monthly CORE-CT audits for CSCU institutions and the System Office to maintain data integrity.
4. Generates EPM queries on both a scheduled basis and on-demand to address a range of union reporting requirements and management inquiries. Assists end-users in developing EPM queries to address campus HR/time & labor data requirements.

5. Generates annual Affordable Care Act reporting along with other periodic reports and surveys.
6. Assists state colleges and universities, and the Office of the State Comptroller with the implementation of General Wage Increases and other bargaining unit contract provisions.
7. Interprets, administers, and ensures compliance with Federal and State employment laws, regulations, policies, and procedures as appropriate.
8. Acts as the CORE-CT Security Manager for the CSCU system; monitors and maintains user profiles to ensure authorized and secure access.
9. Develops, implements and evaluates human resources policies, goals and objectives; helps implement new procedures or revised procedures.
10. Participates in position and classification audits; analyzes and recommends changes to classification specifications.
11. Prepares and maintains human resource records.

Minimum Qualifications

- Bachelor's Degree in Human Resources Management, Business Management, Public Administration, or a related field and at least two (2) to five (5) years' experience in human resource management.
- Demonstrated experience in Core-CT, Connecticut's Human Resources Management System, in role security, benefits administration, position management, HR data entry, and EPM queries.
- Knowledge and experience in the collection and analysis of data including a strong working knowledge of MS-Excel.
- Demonstrated ability and desire to develop strong working relationships with HR staff members at all 17 CSCU colleges and universities, and other state agencies as appropriate.
- Effective oral and written skills, strong interpersonal skills.

Application Procedure

Applications must be submitted electronically to jobs@ct.edu. Please reference "Search # 17-13" on the subject line of all emails. Please submit the following two (2) attachments with your email:

(1) CSCU Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**

(2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Incomplete application packages may be discarded.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

It is anticipated that the successful candidate's start date will be in mid-November 2016.

Notice of Nondiscrimination:

The Connecticut State Colleges and University System does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, (860)723-0727 or by email at glendel@ct.edu.

CSCU is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.