

UNIVERSITY OF CONNECTICUT  
DEPARTMENT OF HUMAN RESOURCES  
STORRS, CT

HUMAN RESOURCES ASSOCIATE (USP 1)  
SEARCH # 2013001

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** The Public

**Location:** University of Connecticut, Department of Human Resources, 9 Walters Avenue, Storrs, CT

**Job Posting No:** 2013001

**Hours:** 40 hours

**Salary:**

**Closing Date:** July 19, 2012

The University of Connecticut, Department of Human Resources invites applications for creative human resources professionals to fill the position of Human Resources Associate in the Employment Services Team. The successful candidate will participate in the development, implementation and administration of the University's classification and compensation programs; collaborate with administrators to address organizational changes and staffing needs and serve as a resource regarding a variety of employment issues; engage in outreach efforts to enhance diversity in applicant pools and advise departments on recruitment strategies; advise employees and applicants on career opportunities and career development; prepares reports and provides information used to develop strategies for collective bargaining.

**Minimum Qualifications:** The ideal candidate must possess a Bachelor's degree in a relevant field and a minimum of four years demonstrated professional human resources experience in at least two of the following areas: salary benchmarking, job classification analysis, or organizational assessment. The successful candidate must have excellent interpersonal, written and verbal communication skills with an emphasis on strong customer service. The successful candidate must also be able to demonstrate an ability to work effectively with a wide range of constituencies in a diverse community; to develop and maintain relationships; to make well-informed decisions and commit to action while considering the impact of decisions on customers; to set goals and establish priorities in an environment with frequent interruptions; and to adapt to changing conditions. The ability to interpret statutes, collective bargaining agreements and regulations, to write effectively and accurately and effectively present information is also required. Experience with Microsoft Office also required.

**Preferred Qualifications:** An advanced knowledge of compensation practices, federal and state employment laws including FLSA and ADA, as well as experience working in a unionized environment.

**Appointment Terms:** This is a full-time, permanent appointment and includes an attractive State benefit package which includes a choice of medical, dental, and retirement plans, access to a tuition waiver program, and a professional development fund.

**To Apply:** Please submit a letter of interest, resume, and the names and contact information of three work related professional references via Husky Hire at <http://www.jobs.uconn.edu>, Search # 2013001. Please be sure your application materials demonstrate how you meet the minimum and any preferred qualifications you may have.

The University of Connecticut is an EEO/AA employer.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.