**Human Resources Specialist**

**The University of Toledo**

The Human Resources Specialist supports human resources processes such as recruitment, personnel records, employee/labor relations, compensation, and benefits to ensure they are completed timely and efficiently. The position works with departments to develop job descriptions and respond to complex employee inquiries/concerns. The HR Specialist will assist with clinical compliance audits and preparations for accreditation visits.

#### Qualifications/Knowledge, Skills & Abilities

-Bachelor’s Degree in HR or related field required.

-Minimum three years of experience in HR setting.

-Prior knowledge of principles and practices of human resources.

-Requires effective oral and written communication skills, excellent interpersonal skills, and computer literacy.

-Experience using the MS office suite, particularly MS Outlook, Word, and Excel. Access or database skills are preferred and should include ad hoc report creation and exporting into Excel. Excel skills should include the ability to manipulate data, sort, merge data and export results into other MS applications as needed.

Communication and other skills:

-Strong interpersonal, written and oral communication skills.

-Demonstrated commitment to customer service.

-Ability to work with a diverse group of people at all levels of the organization.

-Excellent organizational and problem solving skills.

The University of Toledo offers a full benefits package including Medical, Dental, Vision, and Prescription coverage. Other benefits include life insurance; tuition fee waiver benefits for employee, spouse, and dependents; flexible spending accounts, and an employee assistance program. The University of Toledo is a public employer and employees can choose to participate in the Ohio Public Employees Retirement System (OPERS) or an Alternative Retirement plan. The University of Toledo matches a 10% contribution by the employee with a contribution of around 14%. Applicants with previous service time with another public employer may have sick time and service time transferred if available with previous employer.

For qualifications and to apply please visit <https://jobs.utoledo.edu>. Reference job posting #39190, or the direct link: https:// jobs.utoledo.edu/applicants/Central?quickFind=62379

Only online applications are accepted. UT is an EEO, AA Employer and Educator.