University of New Haven

Human Resources Information Specialist –#12-73

The University of New Haven seeks a qualified, positive individual to develop, implement, update and maintain Human Resources Information System (HRIS) including position control, Banner applications and other vendors as needed with coordination of OIT. The individual serves as the technical point-of-contact ensuring data integrity, testing, report writing and analyzing data flows to assist in process improvement opportunities.

Candidate should possess experience in report writing, with Banner and ARGOS and have experience with Banner position control, employee self-service, FLAC and ePAF modules. Experience with 403B non-discrimination testing, metrics and CUPA reporting is desired. Other reporting experience with open/vacancy, turnover, organization structure analysis, performance management reporting and implementation a plus.

- Partner with key stakeholders to design, develop and deliver HR operational reports, dashboards and respond to ad hoc requests.
- Ensure the reliability and quality of data and review the accuracy and appropriateness of reports.
- Support the delivery of key workforce metrics using headcount, staffing, and learning data.
- Investigate and troubleshoot source data issues.
- Continuously evaluate the inventory of reports, current processes and reporting tools and identify opportunities for improvement.
- Provide recommendations to HR Operations for improvements, enhancements, and more effective operational processes, utilization, and system reporting.
- Maintain documentation of HR operational reports and report delivery process.

Qualified candidates will possess proficient Excel skills; 2-4 years HRIS systems experience (Banner experience required) strong analytical, communication and customer service skills; strong understanding of HR processes and data is beneficial. Individual should hold bachelor's degree in computer science or related field and/or equivalent work experience.

The University of New Haven is experiencing a historic and nationally recognized surge in enrollment. A private university founded in 1920, UNH has an enrollment of more than 6,400; approximately 1,800 graduate students and more than 4,600 undergraduates, 70 percent whom reside on campus. The University offers more than 80 undergraduate and 25 graduate degrees.

Qualified applicants should submit a cover letter and resume to: **hrdept@newhaven.edu**

Search Committee #12-73
University of New Haven
300 Boston Post Road • West Haven, CT 06516

You must include the search # in the subject line of your email to be considered for the position

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