



Marshall B. KETCHUM UNIVERSITY

Human Resources Generalist

Are you a high-energy person looking for an exceptional workplace that is growing? Come to Marshall B. Ketchum University for a career that will give you the opportunity to be at the forefront of health care education and stay for the learning opportunities, having fun with co-workers, time to celebrate, recognition and awards and a culture that supports work-life balance.

We have an opportunity for a Human Resources (HR) Generalist to join our HR team. We are looking for someone to help us maintain our high rate of employee retention and assist us in attracting great people for our growing University. The position reports to the VP for Human Resources and is responsible for overseeing, administering and managing full cycle recruiting as well as managing our recognition and appreciation activities. He/she will also assist with performance management, employee relations and reporting requirements. The position resides in our Ketchum Health location in Anaheim.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the recruiting process from contracting meetings with hiring managers, writing and placing ads, to reviewing resumes, conducting phone interviews, conducting behavior based interviews, preparing offer letters, making offers and conducting reference & background checks.
- Oversee, participate and compile data for compensation and other annual surveys.
- Oversee performance review processes for new and existing employees and manage the 360-degree feedback process.
- Assist VP for Human Resources with employee relations (investigations, disciplinary action, etc.).
- Manage all employee recognition, appreciation and fun activities as well as lead the social committee.
- Update employee handbook to maintain compliance with state and federal laws, create and revise policies and procedures as needed and assist managers with keeping job descriptions up-to-date.
- Conduct annual handbook review meetings and Harassment Prevention training.
- Provide back-up support to HR team member in the areas of benefits, ergonomics, wellness and worker's compensation as needed.
- Coordinate professional skills training courses/classes as well as assist in delivering training as needed.

- Conduct on-boarding and off-boarding activities - new hire orientation and exit interviews.

SKILL REQUIREMENTS

- Excellent written and verbal communication skills
- Great attention-to-detail
- Customer service focused
- Excellent critical thinking, judgement and problem solving skills
- Takes initiative, self-starter, can work independently
- Good presentation skills
- Ability to multi-task
- Professional and maintains confidentiality
- Excellent computer skills – Word, Excel, PowerPoint

EDUCATION AND EXPERIENCE

- **Required** – Bachelor's Degree and 2-5 years of prior HR experience with at least one year experience in full cycle recruiting.
- **Desired/Preferred** –Master's Degree or PHR/SPHR/SHRM certification. Prior experience in handling employee relations and experience in conducting training for managers and staff.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities