Current Job Opportunities

To apply, please go to www.tulane.edu/jobs. If you have any questions, please contact Nick Douglas, Talent Acquisition Manager, ndouglas@tulane.edu (504) 247-1726. To learn about employee benefits, please go to https://www2.tulane.edu/wfmo/benefits/bsc.cfm for more information.

Benefits Specialist
IRC13409
Posting closes on February 25, 2018

POSITION SUMMARY: Perform a variety of administrative and clerical duties involved in the delivery of employee benefits to the university community.

REQUIRED EDUCATION AND EXPERIENCE:
High school diploma or equivalent, and
Three years of human resources, benefits, or human resources customer service experience.

PREFERRED QUALIFICATIONS:
1. Bachelor’s Degree.
2. Previous experience working in higher education, healthcare setting, or other fast-paced HR environment.
3. Knowledge of ERISA, the Affordable Care Act, FMLA and other laws and regulations governing employee benefit plans and related programs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:
1. Proficiency using various standardized office equipment such as telephones, computers, fax machines, copiers, etc.
2. Personal computing skills and proficiency with Microsoft Word, Excel and PowerPoint, or similar word processing, database and spreadsheet software.
3. Familiarity with a human resource information system (HRIS), such as Oracle EBS or PeopleSoft.
4. Excellent oral and written communication skills, as well as the ability to interact with individuals internal and external to the organization in an effective, courteous, and productive manner.
5. Ability to maintain confidentiality in all work performed.
6. Ability to follow instructions and work independently in the completion of assigned tasks.
7. Ability to serve as a positive, contributing member of the Human Resources team.

Compensation Analyst
IRC13421
Posting closes on February 25, 2018

POSITION SUMMARY:
Under minimal supervision, this job provides professional level support in the design and administration of Tulane’s compensation practices, policies and programs including data preparation and analysis. Provides support and problem resolution to HRBP and managers on compensation philosophy and practices.

REQUIRED EDUCATION AND EXPERIENCE:
Bachelor’s degree and two years’ solid compensation experience to include job classification experience, or High School Diploma/Equivalent and 8 years’ solid compensation experience to include job classification experience.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:
1. Excellent analytical and problem solving skills.
2. Excellent research skills and great attention to detail.
3. Highly proficient in the use of Microsoft Access and Excel software applications; ability to create comprehensive spreadsheets and relational databases/tables.
4. Excellent keyboarding skills; working knowledge of MS Word software applications.
5. Familiarity with HRIS systems.
6. Must be able to prepare accurate reports and presentations independently and present ideas clearly and concisely, both orally and in writing.
7. Excellent organizational skills, to include the ability to prioritize projects and meet established or anticipated deadlines.
8. Excellent oral and written communication skills, as well as the ability to interact with individuals internal and external to the organization in an effective, courteous, and productive manner
9. Ability to maintain confidentiality in all work performed
10. Excellent grammar skills, and the ability to produce error-free correspondence and work products.
11. Ability to follow instructions and work independently in the completion of assigned tasks
12. Familiarity with FLSA compliance guidelines.

PREFERRED QUALIFICATIONS:
1. Bachelor’s Degree in Human Resources or Business Administration
2. Significant compensation experience beyond that minimally required to include experience having conducted market analyses, classifying jobs, participating in salary surveys
3. PHR/SPHR/SHRM-CP/SHRM-SCP/CCP certification
4. Job description writing experience

Manager, Payroll
IRC12925
Posting closes on February 28, 2018

POSITION SUMMARY:
The Payroll Manager assists in the management and supervision of the Payroll Department. Responsible for the overall payroll processing cycles and related tax deposits and returns. Maintains confidentiality of all Payroll/Personnel information.

REQUIRED EDUCATION AND EXPERIENCE: (Note: Only the following criteria will be used for screening qualified applicants.)

Bachelor’s degree and 3 years of progressive Payroll experience, or
High school diploma and 8 years of progressive Payroll experience.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY: (Note: The following criteria will not be used in screening qualified applicants but may be considered in the final decision-selection process of candidates interviewed.)

Knowledge of and functionality using word processing, database and spreadsheet software
Excellent oral and written communication skills, as well as the ability to interact with individuals internal and external to the organization in an effective, courteous, and productive manner
Ability to maintain confidentiality in all work performed
Excellent grammar skills, and the ability to produce error-free correspondence and work products
Ability to follow instructions and work independently in the completion of assigned tasks
Ability to serve as a positive, contributing member of the HR team

PREFERRED QUALIFICATIONS: (Note: The following criteria will not be used in screening qualified applicants and may not be used in lieu of minimum qualifications stated above.)

Knowledge of Oracle HCM HR/Payroll system preferred.

Tulane University is an EOE/M/F/Vet/Disabled employer.