

## Notice

This notice is being provided as a result of the filing of an application for permanent alien labor certification for the job opportunity described below. Any person wishing to comment may provide documentary evidence to the Certifying Officer, U.S. Department of Labor; Employment and Training Administration; Office of Foreign Labor Certification; 200 Constitution Avenue NW, Room N-5311; Washington, DC 20210.

### HR Business Partner/Instructors in Kansas City, Missouri

DUTIES include but are not limited to:

#### Primary Duties and Responsibilities:

Performing administrative duties such as:

- Serves as the primary departmental resource for counsel and application of employment policies and procedures and coordinates payroll and employment activities. Liaises with HR, on such matters but not limited to: recruitment, leaves of absence, transfers, reclassifications, rehires, progressive discipline, terminations, annual performance appraisals, compensation and classification.
- Understands goals, objectives and priorities of assigned College, School or Division; identifying how HR can support and help drive business and organizational goals. Uses data to help identify areas for improvement and drive progress.
- Implements, communicates and ensures compliance with Human Resources policies, procedures, laws, standards and government regulations
- Coaches and guides managers within the College, School or Division; assisting and enabling them to understand the implications of issues and to make solid, quality decisions with regard to HR issues.
- Advises managers on employee relations matters such as coaching employee behavior and progressive discipline, referring to senior management when appropriate and consulting with HR when appropriate. Participates in disciplinary procedures and develops appropriate supporting documents, including investigations and related summaries.
- Maintains electronic and physical employment files and updates them in real time to comply with all applicable regulatory requirements.

- *Assists in conducting new employee on-boarding in College, School or Division. Supporting and monitoring career development and assists with training needs and expectations.*
- *Attends and participates in regular HR meetings, communicating important HR-related updates and information in a timely and transparent manner.*
- *Performs other related duties as required and assigned.*

*Performing academic duties as a faculty member of the Bloch School of Management such as:*

- *Instructor for undergraduate courses for credit related Human Resources and Professional Development*
- *Assigns and assesses student coursework through curriculum to address and achieve course objectives*
- *Maintains class related records of students and their performance throughout the semester to provide valuable feedback to students for growth potential*

MINIMUM REQUIREMENTS: Master's degree in Human Resources or related field, and 2 years of human resources experience with performance management, change management; talent management; organizational development and employee relations (or Bachelor's degree and 3 years of above listed experience). \$85,134/yr.

Reply to:

Cory Kinder, Associate Director, HR Operations  
University of Missouri-Kansas City  
Room 226, Administrative Center  
5100 Rockhill Rd.  
Kansas City, MO 64110

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