

# CAREERS IN HUMAN RESOURCES



*Do you enjoy motivating employees, maximizing profits, recruiting new talent, developing strategic business plans and creating organizational leadership? Human Resources may be the career path for you! The Human Resources department of an organization is in charge of managing payroll and benefits, employee relations, and the hiring and training of new employees.*

## Sample Roles & Job Titles

### HUMAN RESOURCES COORDINATOR

- Oversees administrative duties for the organization and assists HR managers with payroll, employee records, and recruitment.
- Manages issues related to compensation and employee relations, and focuses on refining HR policies and practices in ways that will benefit the company.
- Larger organizations may have different types of coordinators, such as training, employee benefits, and/or recruiting.

#### *Plan your path:*

- **Knowledge:** Human Resources, Business Management or Finance are common majors for HR coordinators. This is a great entry level position to help you gain experience as it is a starting point for many positions.
- **Essential skills:** Decision-making and problem-solving skills - an internship is a great way to gain these!

### HUMAN RESOURCES GENERALIST

- Controls the daily operations and tasks of an organization and manages HR practices to generate a high-performance culture in the workplace.
- Responsibilities may include compensation and benefits administration, employee relationship management, performance management, facilitating new hiring, conducting background checks, and organizational development.

#### *Plan your path:*


- **Knowledge:** A minimum of one-year work experience in HR and a degree in Human Resources, Business Administration or a related field. Some employers look for a master's degree such as a Master of Business Administration (MBA) in Human Resources Management. Also, having a Society for Human Resource Management-Certified Professional (SHRM-CP) certification is both a resume booster and allows for future promotions when hired.
- **Essential skills:** Administrative expert, attention to detail, time management and conflict resolution abilities.
- **Career Progression:** As you gain experience and build your knowledge skills, common career next steps are HR Manager roles, then Director roles.

## HUMAN RESOURCES RECRUITER

- Responsible for finding and hiring the talent for an organization.
- Work with hiring managers to develop a strategic recruiting plan; look for the right mix of education, experience and skills to fill a position.
- Screen applicants, , manage college recruiting initiatives, and create goals to ensure a successful hiring process.

### *Plan your path:*

- **Knowledge:** Human Resources Recruiters generally study Human Resources or Business Administration, but a bachelor's degree is the minimum education for most HR professionals. To be qualified for higher promotions and be more noticeable when job searching, companies may search for the Professional in Human Resources (PHR) certification on your resume.
- **Essential skills:** Attention to detail, an interest in sales and marketing, and relationship building abilities are great skills to have as a recruiter.

 **Professional in Human Resources Certification** is a certificate that several HR professionals get showing you are competent in organizational development, finding the right talent for your organization, understanding global compensation and benefits, and employee relations. This typically takes one to three years before you are eligible to get the certificate.

## EMPLOYEE RELATIONS SPECIALIST

- Promotes employee welfare and well-being, and takes care of and resolves employee relations.
- Acknowledges work-related issues and works with management to find solutions by creating a productive and healthy environment.
- Additional responsibilities include counseling employees on personal and professional problems, arranging employee gatherings, and preparing and organizing employee medical and insurance forms.

### *Plan your path:*

- **Knowledge:** Human Resources degree
- **Essential skills:** Communication, collaboration, and problem-solving.. Negotiation is also a key skill. For example, if an employee asks for a pay raise and the employer does not agree, the Employee Relations Specialist will propose a solution to make both parties happy.

## HRIS ANALYST

- The IT and data specialist
- Maintains and updates systems, ensuring data quality and analyzing reports.
- Translates business needs into written technical reports and develops effective technology solutions.

### *Plan your path:*

- **Knowledge:** A bachelor's or master's degree in computer science or information technology. You may stand out from other applicants by having knowledge of system development processes and being familiar with the organization's HRIS such as Workday, PeopleSoft, Oracle, etc.
- **Essential skills:** Critical thinking skills, innovative problem-solving, consulting and IT project management.