

Human Resources Generalist

Job Summary:

The Lieber Institute for Brain Development has an exciting opportunity for a Human Resources Generalist to join our Central Administration team on the Johns Hopkins East campus.

The HR Generalist provides strategic and hands-on support for the HR function in the areas of recruiting, onboarding, employee relations, compliance, immigration, benefits, compensation, and training in a fast-paced, evolving research environment.

Overview of Duties:

- Partner with hiring managers and central administration to identify budgeted personnel needs and then develop detailed and compliant job descriptions
- Organize and coordinate recruiting process (create ads, manage on-line postings, schedule interviews, administer assessments, extend offers, prepare new hire paperwork)
- Organize and implement the onboarding process for new hires (conduct orientation to the Institute, present and explain benefit offerings, and provide employees with a welcoming and inclusive experience)
- Assess potential candidates for fit within position (skills, education, competency, culture alignment)
- Provide employee relations support for employees and managers, including resolving issues
- Manage outside immigration attorney throughout the visa process and provide guidance to managers and employees as needed on green card, H, J, and F Visa processes.
- Assist HR Director in maintaining departmental budget.
- Assist HR Director in work with outside consultant for annual compensation studies.
- Facilitate scheduled performance review process, providing guidance, tools and training for managers and employees.
- Develop and deliver various HR trainings (open enrollment, performance evaluations, HR best practices, etc.)
- Assist in 403(b) and benefits enrollment administration
- Provide HR reports as needed to central administration and scientific leadership
- Maintain current working knowledge of compliance and regulatory concerns, industry trends and best HR practices
- Participate in continuous HR improvement initiatives and metrics
- Maintain confidentiality and accurate HR files
- Handle other HR duties, as needed

Professional and Education Requirements:

- Knowledge of federal, state and local employment laws and regulations
- Knowledge of principles and best practices for recruitment and selection
- Excellent listening, verbal, and written communication skills with employees and all levels of management; able to create a working environment of open communication and trust
- Highly detail-oriented with excellent organizational skills and multi-tasking abilities
- Ability to confidentially manage HR and medical related information and demonstrate ethical and professional conduct at all times

- Proven ability to partner with executive leadership to provide expertise on HR initiatives
- Proficiency with HRIS systems
- 4-year college degree in Human Resources or similar field, PHR or SPHR a plus
- 3-5 years experience in a HR position required, experience in a research or biotech environment a plus
- Experience with visa administration process for F, J, and H visas a plus
- Proficient in Microsoft Word, Excel and PowerPoint

EEOC Statement:

The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.

To Apply:

Please send your resume to jobs@libd.org.