JOB ANNOUNCEMENT

Job Title:	Human Resources Generalist
Division:	Administration
FLSA Classification:	Non-Exempt (Hourly)
Pay Range:	$21-$33 (DOE)
Schedule:	8AM to 4:30PM M-F
Supervisory:	No
Reports To:	HR Director or Designee
Date Updated:	November 2026

SCOPE OF POSITION

California Indian Nations College (CINC) seeks an experienced Human Resources Generalist to support a broad mix of daily human resources operations in recruitment & staffing, record management, performance development and general administrative support. This role requires strong attention to detail, strong organizational skills, and the ability to maintain a professional and confidential demeanor.

ABOUT CINC

CINC offers a unique and rewarding opportunity to contribute to California's only accredited Tribal College. Rooted in Native culture, language, values, and ways of knowing, CINC delivers a culturally responsive educational experience that empowers students while advancing academic excellence. Located in Southern California and serving students throughout California's Indian Country, CINC is strategically positioned among numerous Tribal communities in Riverside and San Bernardino Counties. Through education, cultural preservation, and empowerment, CINC continues to expand educational access and opportunity while strengthening Native communities across the state.

Supported by our Chartering Tribe, the Twenty-Nine Palms Band of Mission Indians, as well as strong partnerships with College of the Desert, the University of California, Riverside, Tribal Nations and communities, American Indian educators, legislators, and community organizations, CINC has experienced remarkable growth and continues to build momentum as a leader in higher education and Indigenous educational advancement.

To sustain this growth, CINC seeks highly qualified, experienced, and motivated professionals who are committed to innovation, student success, and institutional development. We value individuals who excel in their fields, embrace collaboration, and are dedicated to serving students from diverse academic, cultural, and professional backgrounds.

APPLY

California Indian Nations College is looking for highly qualified individuals. Only those who meet the minimum qualifications will be considered for the position below. To apply, please complete the application and upload your Resume/CV, Cover Letter, and Diversity Statement at https://cincollege.org/

See job description below.

JOB DESCRIPTION

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SCOPE OF POSITION

The Human Resources Generalist supports the daily operations of the Human Resources Department, with primary responsibility for personnel records management, HRIS data integrity, job description administration, recruitment coordination, and employee onboarding. The position ensures personnel records are accurate, complete, consistent, confidential, and maintained in compliance with institutional policies and applicable employment laws.

The HR Generalist maintains employee and faculty personnel files, verifies consistency between HRIS records (e.g., Gusto), employment documentation, and approved job descriptions, and proactively identifies and resolves discrepancies. Responsibilities include preparing and coordinating job descriptions, obtaining required approvals and signatures, supporting employee performance evaluations, administering recruitment and onboarding processes, and maintaining audit-ready personnel records. The position requires initiative, independent follow-through, exceptional attention to detail, and a commitment to timely and accurate HR service delivery.

ESSENTIAL DUTIES & RESPONSIBILITIES

Recruitment & Staffing:

- Coordinate full-cycle recruitment, including preparing job descriptions, posting vacancies, screening applications, scheduling interviews, conducting preliminary interviews, and facilitating onboarding.
- Coordinate pre-employment requirements, employment eligibility verification, and required documentation.
- Maintain recruitment records and ensure timely communication with applicants and hiring managers.

Personnel Records & HRIS Management:

- Maintain accurate, complete, confidential, and audit-ready electronic and physical personnel files.
- Verify consistency between HRIS records, payroll information, employment agreements, and personnel documentation.
- Identify missing, outdated, or inconsistent records and ensure timely correction and completion.

- Track personnel documentation deadlines, required signatures, and employment-related updates.

Academic Personnel Support

- Coordinate adjunct faculty onboarding, appointment documentation, employment agreements, and personnel file maintenance.
- Maintain documentation of faculty academic credentials and qualifications in coordination with Academic Affairs.
- Assist with tracking faculty evaluations, appointment renewals, and required employment documentation.

Performance Management & Employee Development

- Coordinate employee performance evaluation schedules, documentation, and required approvals.
- Assist with organizing and tracking mandatory employee training and professional development.
- Coordinate employee separation procedures, including exit interviews and required documentation.

HR Compliance & Administrative Support:

- Support compliance with California and federal employment laws, institutional policies, and record retention requirements.
- Maintain confidentiality and appropriate access controls for sensitive personnel information.
- Assist with HR reporting, institutional audits, accreditation documentation, and personnel-related requests.
- Provide timely administrative support to the HR Director and other authorized College leadership.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Long-term employment is contingent upon successful completion of a 180-day introductory period, consistent with College policy. To perform this position successfully, an individual must be able to satisfactorily perform each essential duty. Reasonable accommodations will be provided in accordance with applicable law.

Education and/or Experience

- Associate degree in Human Resources, Business Administration, or a related field; equivalent directly relevant HR experience may be considered in lieu of the degree.
- Three (3) to five (5) years of progressively responsible experience in human resources administration.
- Demonstrated experience maintaining confidential personnel records, coordinating recruitment, and administering HR processes.
- Working knowledge of California employment laws, personnel documentation requirements, and HR recordkeeping practices.
- Proficiency with HRIS systems, Microsoft Office applications, and electronic document management.
- Valid driver's license with insurable driving record or Valid ID with access to personal transportation.

Knowledge, Skills, and Abilities

- Exceptional attention to detail, organizational skills, and accuracy in recordkeeping.
- Strong written and verbal communication skills and demonstrated professionalism.
- Ability to independently prioritize assignments, monitor deadlines, identify deficiencies, and ensure timely follow-through.
- Demonstrated ability to exercise sound judgment, maintain confidentiality, and interact professionally with employees, faculty, and leadership.
- Ability to work collaboratively while maintaining accountability for assigned responsibilities.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Professional HR certification (PHR, SHRM-CP, or equivalent).
- Experience in a Tribal College, community college, or other postsecondary educational institution.
- Experience supporting academic personnel administration, including adjunct faculty employment documentation.
- Experience using Gusto Payroll/HRIS or comparable systems.
- Familiarity with accreditation-related personnel documentation requirements.

CORE COMPETENCIES

- Confidentiality & Professional Ethics: Protects sensitive personnel information and exercises sound professional judgment.
- Accuracy & Attention to Detail: Maintains complete, consistent, and reliable HR records.
- Organization & Accountability: Independently manages competing priorities, meets deadlines, and follows assignments through completion.
- Communication & Interpersonal Effectiveness: Communicates clearly, professionally, and respectfully with faculty, staff, and leadership.
- Initiative & Problem-Solving: Proactively identifies discrepancies, recommends solutions, and resolves administrative deficiencies within assigned authority.
- Compliance & Documentation: Demonstrates knowledge of employment requirements and maintains audit-ready documentation.

PHYSICAL DEMANDS

The physical demands described on the attached "Physical Demands of Position" chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. See attached "*Physical Demands of the Position".*

CONFIDENTIAL INFORMATION

This position has access to confidential information – such as student personal data and academic records. Must be familiar with FERPA mandates.

PERFOMANCE EVALUATION

Performance evaluation will be determined based on performance results of job duties as described herein as well as attainment of annual strategic work plan goals.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity/Affirmative Action Employer; California Indian Nations College maintains a policy which prohibits the discrimination and harassment on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, ancestry, and any other protected characteristics. If you need special accommodation for the application process, please contact Human Resources.

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to College needs.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date
_____	_____	_____
Approving Official*	Authorized Signature	Date

cc: Employee, Personnel File

**HR Director, HR Manager, OOTP*