

Loyola University Maryland

HR Program Coordinator, Professional Development, Employee Relations & Compensation
Baltimore, MD 21210

If you are an exceptionally talented, knowledgeable and motivated individual with experience AND you want to play a significant role in a dynamic organization, then consider working for Loyola University Maryland where you could be a part of Loyola's next period of advancement and achievement. We currently have an exciting opportunity in Loyola's Human Resources Office for a motivated, detail-oriented individual to support Employee Relations, Professional Development and Compensation. This is an entry-level professional role with the opportunity to develop technical and program skills in human resources and higher education administration. As the Human Resources Program Coordinator, you will play an important role in coordinating critical human resources functions to strengthen Loyola's workforce. If you are a person who can handle multiple tasks, interact well with a diverse group of people and follow through with sound analysis and reporting, take this opportunity to join our team as we inspire our students to learn, lead and serve in a diverse and changing world.

Loyola University offers a competitive total compensation package including four weeks of paid vacation and tuition remission for employee, spouse and dependent children upon completion of eligibility requirements. For more information, and to apply, please go to <http://www.loyola.edu/careers> to complete an online application. Please attach a cover letter and resume at the appropriate prompt.

Loyola University Maryland welcomes applicants from all backgrounds who can contribute to its educational mission. Loyola is an Equal Employment Opportunity Employer, seeking applications from underrepresented groups.