



Job Opening: Human Resources Administrator

Position Description:

The Space Science Institute (SSI) seeks to hire a detail-oriented human resources administrator with an HR generalist background and a strong customer service focus. This position will directly report to the Executive Director along with the Deputy Director and operates as an HR office of one for a multistate employer. Desired candidate will also possess strong knowledge of Microsoft Access, Microsoft Dynamics GP, and Microsoft Office and be a self-starter as well as team player.

This is a great opportunity to get involved in a small, team-oriented, fast paced, fun, scientific and educational working environment. A basic understanding or interest in space and Earth sciences and science education is a plus!

The successful applicant will be directly responsible for the following anticipated duties:

- Ensuring human resources compliance and maintaining personnel records
 - Maintains accurate and up-to-date human resources records and payroll information in Access and Microsoft Dynamics GP databases as requested.
 - File retention and management. Organizes and maintains paperwork flow process for efficiencies, prepares personnel files, files paperwork and documents
 - Serves as primary point of contact for employees on any HR related queries, as well as external HR partners and vendors
 - Prepares EEO-1, VETS-4212, OSHA, ACA, PCORI, and other federal, state, and local compliance reporting
 - Prepares for audits (e.g., Workers Comp), desk reviews, etc.
- Administers benefits, including health, dental, and vision insurance and ancillary benefits plans.
 - Conducts benefits orientation, enrollment/de-enrollment (insurance coverage, retirement plan, eco-passes, etc.), and reconciliation
- Recruiting, interviewing, and facilitating the hiring of qualified job applicants, as well as student, temporary and seasonal appointments.
 - Maintains job descriptions for active employees and posts job announcements, reviews resumes, conducts employee verifications, schedules and conducts (as needed) interviews for hiring managers
 - Initiates background checks and performs reference checks for interviewees under consideration for employment
 - Conducts onboarding and offboarding of employees
 - Collaborates with General Counsel and external vendors on international visas and I-9 verification
- Handles employee relations and employee recognition programs
- Other duties as assigned.

The position is with SSI (www.spacescience.org), a non-profit scientific research and education organization, headquartered in Boulder, Colorado. It is a full-time position in a business casual environment with excellent benefits. Rate offered is \$52,000 to \$65,000 annually, commensurate with appropriate experience. Benefits include health, dental, vision, and 403(b) retirement plan (after 1 year of service).

Required Qualifications:

- Bachelor's Degree or equivalent relevant work experience as a Human Resources Professional
 - Human resources or related major degree preferred
 - Preference will be given to applicants with PHR, SHRM-CP, or HRCI Certification
- Exceptional skills in communicating clearly, both orally and in writing
- Strong interpersonal and soft skills, e.g., friendliness, positivity, active listening.
- Professional, confident demeanor as well as a high level of discretion and sound judgment
- General knowledge of various employment laws and practices
- Experience in administration of benefits and other HR programs
- Ability to work appropriately with highly sensitive and confidential information and follow human resource protocols, policies, procedures and federal compliance
- Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
 - Advanced experience in Microsoft Access, Microsoft Great Plains 2018 and Microsoft Dynamics GP Advanced Payroll software desired.
- Skills in database management and record keeping
- Excellent organizational skills and attention to detail
- Must be able to identify and resolve problems in a timely manner
- Must be able to gather and analyze information skillfully
- Ability to work well both individually and in collaboration with teams
- Ability to meet multiple deadlines
- Strong problem-solving skills and ability to adapt in a fluid environment

If interested:

Please e-mail your resume, cover letter (detailing relevant past experience), and 3 references to jobs@spacescience.org. Only people selected for interviews will be contacted. All resumes received will be held on file for consideration for 12 months from date of receipt. ***Inquiries from direct applicants only preferred - no recruiters or phone calls please.***

Please note SSI is a non-profit, public benefit corporation and operates as an equal opportunity employer. This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of the position.