

Human Resources Administrator

The Space Science Institute in Boulder, Colorado has an immediate need for a detail-oriented individual with a background in human resource activities, and a basic understanding or interest in science, space/Earth science and science education. This is a great opportunity to get involved in a small, team-oriented, fun, scientific and educational working environment.

The successful applicant will be directly responsible for the following:

- Organizes and maintains paperwork flow process for efficiencies, prepares personnel files, files paperwork and documents
- Maintains documentation to support ongoing compliance requirements
- Conducts benefits orientation, enrollment/de-enrollment (insurance coverage, retirement plan, eco-passes, retirement plan, etc.), and reconciliation
- Maintains employee records in ERP system and other systems, as necessary
- Supports payroll data requirements and the business function
- Answers basic employee questions regarding the Policy and Procedure Manuals and benefits
- Refers more complex issues and/or questions to the higher-level HR Consultant and/or legal counsel, as appropriate
- Consults with the insurance broker for complex insurance benefits issues
- Posts approved job announcements
- Assists in the hiring process with tasks such as employee verifications, scheduling interviews for hiring managers
- Conducts employee on-boarding and off-boarding
- Initiates background checks and performs reference checks for interviewees under consideration for employment
- Performs additional duties, as assigned

Knowledge/Education: Related college degree or equivalent work experience as a Human Resources Assistant

Skills/Expertise required

- Excellent computer skills, including Word and Excel in a Microsoft Windows environment
- Professional demeanor as well as a high level of discretion and sound judgment
- Effective oral and written communication skills
- General knowledge of various employment laws and practices
- Experience in administration of benefits and other HR programs
- Excellent interpersonal skills
- Ability to work appropriately with highly sensitive and confidential/private information and follow human resource protocols, policies, procedures and federal compliance

- Skills in database management (internal systems based on Microsoft Access) 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
- Preference will be given to applicants with the HRCI Certification

This is a part-time, 20 hours per week position with partial benefits. Wage is \$20-\$25/hour, depending on experience.

Job Type: Part-time

Salary: \$20.00 /hour

Required education:

- Related college degree or equivalent experience as a human resources assistant

Required experience:

- 1-3 years of Human Resources Assistant experience