

# JOB POSTING



## Job Title: Human Resources Coordinator (Part-Time, 20 hours per week)

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The Higher Learning Commission (HLC), a non-profit higher education association, seeks a customer service-orientated professional with strong attention to detail to join the Human Resources and Operations department. This position is for 20 hours per week.

The Human Resources Coordinator provides administrative support for HLC's human resource and benefits programs. The Coordinator is responsible for providing assistance to HLC staff, answering questions and resolving issues related to benefits, payroll, and other human resources functions, including maintaining complete and accurate records.

### Qualifications and Competencies

- 1–3 years of experience in Human Resources required, preferably in HR generalist or benefits role.
- Experience with administering benefits required
- Familiarity with ADA, FMLA, FSLA, COBRA and other HR regulations required
- Proficiency with Microsoft Suite required
- Experience with Human Resources Information Systems preferred
- Experience with payroll administration preferred
- Demonstrated college-level written and verbal communication skills
- Ability to multi-task and to work independently and collaboratively
- Ability to maintain a high level of confidentiality required

### How to Apply

Submit letter of application, resume and three work references to HLC via email to [HR@hlcommission.org](mailto:HR@hlcommission.org). Electronic submissions in one PDF file are preferred. Review of applications will commence January 11, 2021. Please do not call to inquire about the position. More information is available in the [Position Description](#).

Please note: The interview process will include virtual interviews.

### About HLC

The Higher Learning Commission (HLC) is the largest regional accreditor in the United States, serving approximately 1,000 affiliated colleges and universities in a 19-state region. HLC has approximately 60 employees. Full and part-time employees are eligible for 10% employer contribution to the 403(b) plan and support for professional development. Due to COVID-19, HLC is encouraging remote work for most employees when possible at this time. During normal business operations, the Coordinator position is expected to work on site at the HLC office in the Chicago Loop.

HLC is an equal opportunity employer. If you may require reasonable accommodations in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to [sbyrne@hlcommission.org](mailto:sbyrne@hlcommission.org).