

JOB DESCRIPTION



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

Date: January 1, 2021
Supervisor: Director of Human Resources and Operations
FLSA Status: Non- Exempt
Supervisory: None

Position Overview:

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.

Duties and Responsibilities:

- Responds to requests from staff for information about benefits, payroll and other Human Resources questions
- Assists in maintaining confidential personnel files in compliance with applicable legal requirements, including updating records as needed to ensure completion
- Provides support for administration of benefits programs including health/dental, life insurance, disability, Health Savings Accounts, 403b, tuition reimbursement and professional development programs
- Provides secondary support for operations functions including reception, mail and office management
- Responds to requests for HR-related information such as verification of employment or personnel records
- Provides updates on internal policies and resources on HLC intranet site, and directs employees to policies as needed
- Collaborates with the Finance team on HR-related matters such as benefits and payroll
- Provides regular audits of benefit bills to ensure accuracy
- Provides support for employee recognition and milestone events.
- Supports the implementation of training for employees
- Maintains technology skills needed for position and adapts to technology changes as required
- Performs other duties as assigned

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