

## Human Resources – HR Assistant

No. of Jobs Available:	1
Supervisor:	Kerry Hagan; Human Resources Director
Contact:	<a href="mailto:Kh9527@necmusic.edu">Kh9527@necmusic.edu</a>

### JOB SUMMARY:

To assist the Director of Human Resources and HR Staff in the daily operation of the Human Resources Department in accordance with current applicable federal, state, and local standards, guidelines, and regulations. All students looking to expand or start their office / HR experience are welcome to apply!

### ESSENTIAL FUNCTIONS:

- Supports human resources team maintaining accurate and up to date files, staff records, documentation and information, ensuring confidentiality
- Provides customer service to pending hires, employees and visitors via phone or in person
- Sort and distribute incoming and outgoing mail
- Orders office supplies
- Answer phone calls, screening and triaging calls accordingly
- Sending Offer Letters
- Manage calendars, organize team meetings, and book conference rooms
- Provide general administrative and clerical support, including scanning, filing, copying, etc
- Assisting HR Operations Manager with scheduling interviews
- Manage daily operations of the office and administrative tasks
- Scanning and processing I-9 verifications
- Assisting with team projects
- All other duties and responsibilities, as assigned

Schedules are generally between 9:30 - 5:00 during the week, 4 - 10 hours per week (depending on student schedules). Students may work up to 20 hours a week IF they do not have any other position on campus.

The position's hourly rate is dependent on relatable education and experience.

The desired start date is 12/18/2023

**Job Duties / Qualifications:**

- 1-2 years' experience in a customer-facing position preferably office
- Responsible, reliable, and enjoys teamwork.
- Familiarity with Google Workspace (Drive, Docs, Sheets).
- Willing and open to learning new skills (interpersonal, planning, and administrative).
- Must have excellent communication skills (written and verbal).
- Must be friendly, outgoing and authentically personable.
- Have the ability to thrive in both team and independent work environments.
- Flexible working hours.
- Excellent organizational skills and attention to detail.
- Proactive, searching for solutions.
- Experience with HRIS systems preferred but not required

**How to Apply:** Send resume to [nr7831@necmusic.edu](mailto:nr7831@necmusic.edu) .