HUMAN RESOURCES ASSOCIATE
POSITION DESCRIPTION

DEPARTMENT: FINANCE & ADMINISTRATION
IMMEDIATE SUPERVISOR: HUMAN RESOURCES DIRECTOR
STATUS: EXEMPT
HOURS: 40 HRS. /WEEK

POSITION PURPOSE:
The Human Resources Associate is responsible for processing payroll and providing support in the areas of recruiting and onboarding, benefits administration, federal and state labor law compliance, maintenance of personnel data, fielding and responding to HR questions as well as assisting with various HR projects. This position will also be handling information of extreme sensitivity and confidentiality.

HUMAN RESOURCES - DUTIES AND RESPONSIBILITIES:
- Maintains confidentiality with regards to all sensitive personnel information and situations;
- Contributes to ongoing recruiting efforts as needed;
- Handles onboarding of new employees: schedules new hire orientation, oversees new hire paperwork, reviews Museum policies and benefits, and provides tour of facility;
- Administers payroll on a bi-weekly basis;
- Assist with employee mandatory training programs, such as safety and harassment training;
- Monitors, responds to and files unemployment claims;
- Routinely checks benefit invoices against payroll deductions to ensure accuracy;
- Revises organizational chart as needed;
- Updates and makes recommendations to improve the staff bulletin board and staff communication;
- Assists with employee recognition and service award announcements;
- Performs other related duties as required.

QUALIFICATIONS:
To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE
- Bachelor’s degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- 2 years of experience in Human Resources
- 2 years of experience administering/process payroll
- Experience with ADP preferred
- Proficient in Word, Excel and Outlook
**SKILLS AND ABILITIES**
- Excellent communication skills, both verbal and written
- Strong organizational and problem-solving skills
- Ability to handle multiple tasks simultaneously
- Solid accuracy and attention to detail

**TIME COMMITMENTS:**
Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but flexibility is required. Some weekends and evenings may be required.

**ACCESS REQUIREMENTS:**
Access to all public areas of the museum; access to support spaces designated by Human Resources Director; access to personnel records.

**DISCLAIMER:**
The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

**Equal Employment Opportunity:**
MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.