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## Job Description

### 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. This is a great opportunity to get involved in a small, team-oriented, fun, scientific and educational working environment. A basic understanding or interest in science, space and Earth sciences, and science education is a plus!

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, etc.), and reconciliation
- Conducts employee on-boarding and off-boarding
- Maintains employee records in HRIS and other systems
- Update and maintain job descriptions for active employees
- Supports payroll data requirements associate with benefit maintenance
- Answers employee questions regarding the Employee Handbook and benefits
- Assists in the hiring process with tasks such as posting job announcements, resume review, employee verifications, scheduling and conducting (as needed) interviews for hiring managers
- Initiates background checks and performs reference checks for interviewees under consideration for employment
- Consults with the onsite General Counsel on more complex employee issues and/or questions
- Consults and works with the insurance broker for complex insurance benefits concerns
- Performs additional duties, as assigned

#### **Knowledge/Education:**

- Related college degree or equivalent work experience as a Human Resources Professional
- Preference will be given to applicants with the HRCI Certification

#### **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
- 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 information and follow human resource protocols, policies, procedures and federal compliance
- Skills in database management (internal systems based on Microsoft Access and Great Plains software) 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

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

**Benefits:** Medical, dental, and vision, with HSA and FSA options. Life, AD&D, short-term and long-term disability. SSI also applies a substantial monthly stipend towards your monthly premium costs associated with these benefits. Generous employer match with our retirement plan. SSI also understands the need for a healthy work-life balance and offers ten paid holidays, vacation and sick leave accruals on an annual basis. We are also a pet and family friendly work environment.

**To Apply:** Interested individuals should send a letter of interest and resume. **Applications that do not include these items will not be considered. Inquiries from direct applicants only - no recruiters or phone calls please.**

**Please note: The Space Science Institute is a non-profit, public benefit corporation and operates as an equal opportunity employer. This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of the position.**