



Human Resources Specialist

Job Description

The Hunt Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education.

Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute's mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

Position

The Hunt Institute is seeking a Human Resources Specialist that will assist with human resources matters including supporting the onboarding process for new employees at The Hunt Institute. The position will also be responsible for the overall administrative tasks for the Human Resources team. The Human Resources Specialist will report to the Human Resources Manager. The position is based out of The Hunt Institute's office in Cary, North Carolina.

Responsibilities

- Reviews, updates, and ensures completion and compliance of personnel files.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides support and backup to the Human Resources Manager regarding HR functions to include recruitment, onboarding, performance management, and organizational policies.
- Schedules and conducts screening interviews.
- Prepares and coordinates pre-employment paperwork and orientation packets.
- Provide support and expertise to supervisors and managers with on-boarding and training processes for new employees.
- Support and coordinate events focused on employee recognition.
- Assists in conducting new hire orientation for new employees; and collects, verifies, and maintains all necessary HR related paperwork.
- Represents The Institute at job fairs.
- Maintains all necessary HR paperwork for staff.
- Processes employment verification requests.
- Performs other duties as assigned.

Qualifications

- Commitment to the mission and vision of The Hunt Institute, alongside a passion for challenging entrenched systems of educational inequity towards the bettering of public education for all children.
- Ability to handle multiple assignments and accomplish deadlines; ability to pay attention to accuracy and detail while thinking broadly.
- Excellent organization skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Outlook, Word, PowerPoint, Excel).
- Ability to interact well with employees and co-workers, demonstrating flexibility as well as a "can-do" attitude when faced with challenging situations or sudden change.
- Ability to prioritize and accomplish multiple tasks with minimum supervision.
- Bachelor's degree required with 2+ years' administrative experience, including at least 1 year in a human resources role.

Ideal candidates will also demonstrate:

- Ability to be a self-starter, detail oriented and highly organized.
- Resourcefulness and good judgment.
- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- Persistence and a sense of optimism when confronted with obstacles.
- Constant seeking to apply best practices.
- Willingness to work collaboratively and consider new ideas.
- Commitment to The Hunt Institute's mission, vision, financial stability, and success.

Benefits and Compensation

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental and vision and a 401(k) plan with an employer matching contribution policy.

We feel passionately about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is: \$40,000 - \$55,800.

Equal Employment Opportunity

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference check and background investigation.

To apply: Please submit cover letter, along with a résumé or CV to applicant@hunt-institute.org with the subject line "Last Name – Human Resources Specialist." No phone calls, please. **Priority will be given to applicants who apply by September 30, 2022.**