



Human Resources Assistant

- 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 Human Resources Assistant (HR Assistant) is responsible for the comprehensive administrative support of day-to-day human resource operations. Under supervision of the Director of Human Resources and Talent Management, the Human Resources Assistant performs work of moderate difficulty in human resources to include employee data management. The HR Assistant liaises closely with finance & operations, communications and market, events & engagement and The Institute's content teams by providing a customer focused and effective HR support service to the organization to achieve the organization goals and objectives.

The Human Resources Assistant will have strong interpersonal skills, a high level of professionalism and proven success managing multiple priorities and deadlines. The Human Resources Assistant will display a proven ability to develop and maintain an environment of trust, diversity, and inclusion within the teams. The ultimate responsibility will be to increase our operational efficiency within the Human Resources department. The Human Resources Assistant will be based out of The Hunt Institute's Cary, NC office.

Responsibilities

Provide general administrative support such as preparing correspondence, forms, and reports, arranging meetings, candidate screenings and interviews, processing confidential reports and documents, filing electronic and hard copy records, and tracking deadlines.

- Provide exceptional level customer service to internal team and external audiences. .
- Ensure strict confidentiality of all staff and organization information.
- Collaborate cross teams to ensure successful HR support, personnel needs are met, and employee engagement efforts are maintained.
- Organize, prepare, and manage employee records.

- Complete Form I-9 verify approved I-9 documentation and maintains I-9 files.
- Assist in the planning of wellness initiatives such as health fairs, workshops, and other staff events aimed at promoting healthy habits.
- Conduct reference checks and employee background screenings.
- Assists with New Hire Orientation/onboarding and employee offboarding.
- Data entry into ADP for new and current employees.
- Assist or prepare correspondence as requested.
- Maintain compliance standards by assisting with audits and employment verifications.
- Contribute to team effort by assisting with projects as needed.
- Other duties as assigned.

Qualifications

- Commitment to The Hunt Institute's mission and vision, alongside a passion for challenging entrenched systems of educational inequity and bettering public education for all children.
- Associates degree in human resources or, business administration, or related field preferred.
- Human Resources knowledge and experience a plus.
- 1+ years of office/clerical experience.
- Experience with Microsoft Office Suite required.
- Experience with ADP Workforce Now preferred
- Ability to maintain confidence in all sensitive matters (i.e., employee relations, pay, etc.).
- A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
- Ability to handle multiple assignments and meet deadlines.
- Ability to pay attention to accuracy and detail while thinking broadly.

Ideal candidates will also demonstrate:

- Ability to build positive working relationships with multiple levels of employee and leadership
- Thorough understanding of the importance of confidentiality, professionalism, and company values.
- Strong attention to detail.
- Excellent written and verbal communications skills
- Ability to prioritize in a fast-paced multi-task environment and work with minimal supervision.
- Ability to work effectively in a team environment
- Self-starter with a positive attitude
- Resourcefulness and good judgment.
- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- 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.