
Job Title	Assistant Human Resources Manager
PVN ID	HC-1612-001526
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Mental Health Service Corps
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Feb 06, 2017 (Or Until Filled)

General Description

The Assistant HR Manager reports to the HR Manager of the Mental Health Service Corps (MHSC). The Assistant HR Manager functions as a generalist, with areas of responsibility in: staffing, full-cycle recruitment, retention of staff, employee relations, HRIS, performance management, policies & procedures, record-keeping, auditing, budgeting, compliance, training & development, total compensation, and payroll. The incumbent will provide administrative support to the HR department and is a key point of contact to employees with questions regarding HR activities, policies, processes and procedures.

Other Duties

- Creating employee handbook. Writing and implementing policies and procedures.
- Coordinating new hire orientation and on-boarding process.
- Completing, auditing and reconciling new hire paperwork. Conducting new hire orientation. Creating and maintaining accurate personnel files (hard-copies and electronic). Storing and disposing of confidential documents properly.
- Completing i9 form and eVerify electronically for selected candidates. Verifying references and credentials, complete background checks, schedule drug tests, and documenting of results. Preparing new hire packets and offer letters.
- Perform various administrative and clerical functions including filing, postings, scanning, copying, record maintenance, data entry etc.
- Administration of transactional HR functions such as status changes, new hires, terminations and miscellaneous associate information.
- Advising on HR policies & procedures. Recommending changes in an effort to continuously improve quality efficiency, and effectiveness.
- Providing positive customer service support regarding HR questions.
- Compiling data. Preparing and/or developing reports, mailings, documents, spreadsheets, and

presentations.

- Explaining and enrolling employees in the benefits package.
- Verification of employment. Processing of any job or employee changes.
- Building rapport with staff, leadership, the DOHMH, and other partners of the project. Outreach to schools, agencies, and other external parties.
- Posting and monitoring jobs. Screening candidates.
- Responding to all HR-related e-mails to the general mailbox.
- Using independent judgment to plan, prioritize and organize workload.
- Assisting with special projects as needed and other duties as needed.
- Ensuring a steady candidate flow.
- Escalating issues to the HR Manager as appropriate. Voicing concerns. Participating in problem-solving meetings. Being as proactive as possible.
- Drafting agreements, letters, and other correspondence.
- Creating and maintaining a manual of HR policies & procedures.
- Conducting and presenting research.
- Making recommendations and implementing appropriate courses of action to remedy performance management issues
- Enhancing diversity in hiring.
- Periodically reviewing documents, websites, procedures, etc. and making approved revisions.

Qualifications

REQUIRED:

- Bachelor's Degree in a related field from an accredited institution
- At least two years of HR experience
- Strong computer skills (MS office suite)
- Excellent communication skills (interpersonal, written, oral)
- Must be detailed-oriented, flexible, creative, discrete, professional, diligent
- Must have good time management skills, work well under pressure, and the ability to multi-task
- Must possess the ability to exercise good judgment, work independently and follow instructions
- Must be able to establish rapport with individuals

PREFERENCES:

- Knowledge of city-wide community resources and mental health systems
- Bi-lingual and able to communicate in English plus another language including, but not limited to, Spanish, Mandarin Chinese, Thai, Cantonese, Russian, Japanese, Korean, German, Greek, Italian, French, French-Creole, Portuguese, Hebrew, Haitian-Creole, Arabic, Egyptian, Hindi, Bengali, Punjabi, Polish, Serbian, Serbo-Croatian, American Sign Language, etc.