

Job Title	Human Resource Associate
PVN ID	JJ-2205-004780
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Annual Salary	\$40,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Jul 26, 2022 (Or Until Filled)

General Description

The **HR Associate** will be responsible for providing administrative support to the Director of HR and Executive Director of the Institute. They will need to be able to respond effectively to staff questions, post job openings, manage calendars and maintain confidentiality. This position will be responsible for performing a number of administrative duties including, but not limited to, coordinating schedules, meetings, travel, expenses, etc. The Executive Assistant will possess excellent written and verbal communication skills, exercise mature and professional judgment, and have outstanding time management skills.

This position requires strong organizational and multi-tasking ability while ensuring confidentiality. This individual must be self-motivated and should be able to work with minimal supervision. The ideal candidate is a team player who thrives in a fast-moving environment and is accustomed to handling a diverse set of responsibilities. This role will report directly to the HR Director.

ABOUT THE INSTITUTE:

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity (The Institute) opens doors and eliminates barriers to success for people who have been involved in the criminal legal system. The Institute is one of twelve research entities that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. The Institute has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy. To learn more please visit our website: <https://justiceandopportunity.org/>

Other Duties

Essential Responsibilities:

- Respond to inquiries, conducts research, and gathers data for various organizational projects.
- Provide clerical support including, but not limited to, greeting candidates, interview appointment scheduling, filing, and managing calendars.
- Utilize attention to detail abilities to manage new hire orientation.
- Conduct reference checks and employment verification letters.
- Assist in the preparation of all staff meetings and events.
- Handle employment-related inquiries from employees and supervisors, referring complex and/or sensitive matters to the HR Director.
- Respond to general employee queries related to timesheets, leave balances and other HR related inquiries.
- Manage data entry into the performance management system and other key information systems.
- Build applicant sources by conducting research and outreach to related businesses providing job opportunity information.
- Conduct additional strategies to attract a diverse candidate pool.
- Post jobs on various websites and other diverse job source locations.
- Set up new employees and partner with hiring managers to complete the onboarding process.
- Facilitate new hire and intern orientation sessions, and exit interviews.
- Support HR Director with the performance management process and system.
- Participate with programs, initiatives, and ad hoc projects as they arise.

Qualifications

- A Bachelor's Degree and/or 4 years of work experience in an office setting performing progressive HR responsibilities.
- Demonstrated discretion and ability to maintain confidentiality.
- Creative self-starter who can effectively navigate between daily administrative procedures and multiple responsibilities and projects.
- A strong communicator, both written and verbally
- Solutions-focused team player who can build trusting working relationships with key agency's stakeholders
- Adaptable and interested in learning new tools and techniques.
- Deadline-focused eye for details and an inclusive approach
- Strong organizational skills including expert use of Outlook, calendar management, and digital filing.
- Knowledge of current HR related laws and guidelines.
- Proficiency with Microsoft Office (Microsoft Word, Excel, and PowerPoint)

Please send resume and cover letter outlining interest in working for the Institute for Justice and Opportunity.

At the Institute, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and

mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The Institute believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.