

## **Human Resources Administrator (Part-Time)**

### **POSITION SUMMARY:**

The International Student Exchange Programs (located in Washington DC, near Dupont Circle) is seeking a part-time Human Resources Administrator. The position will be approximately 20 hours per week and the incumbent will coordinate the day-to-day administration of ISEP's human resource programs. This includes benefits administration, recruiting assistance, employee relations and welfare, compensation and performance management programs, policies and procedures, and employee record maintenance.

### **PRINCIPAL ACCOUNTABILITIES:**

**Benefits Administration** – brief new employees and provide clarification to existing staff on benefits programs, process all enrollments and changes, interface and assist with problem resolution, and assist in review of competitiveness of benefits package.

**Recruiting** – provide support to managers in the recruiting process including sourcing candidates, screening resumes, coordinating interviews, and drafting communications.

**Employee Relations** – coordinate and conduct new hire orientation, provide clarification on policies and procedures, provide guidance to managers addressing performance concerns, act as organizational ombudsman for employees, and assist in employee development programs.

**Compensation and Performance Management** – coordinate annual review process, provide assistance to managers in assessing performance, assist in periodic update of salary program, and identify employee development needs.

**Employee Records** – maintain and update personnel files and benefits files and documentation, develop reports as needed.

### **QUALIFICATIONS:**

The incumbent of this position is expected to have the following qualifications:

- Undergraduate degree in Human Resources, business or a related discipline
- Five plus years of experience as a generalist in human resources, preferably with a non-profit
- Thorough knowledge of HR practices, laws and regulations
- Thorough knowledge of Microsoft Office

To apply please submit your resume to: [resumes@isep.org](mailto:resumes@isep.org)

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