



Job Title: Coordinator, Human Resources

Reports To: Director, Human Resources

FLSA Status: Exempt

Department: Membership

Location: Anywhere in U.S.

About SHPE

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 13,000 student and professional members, SHPE's mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development. To accomplish this, SHPE provides a variety of programming, services, resources, and events, including hosting the largest Hispanic STEM convention in the nation. For more information, visit <http://shpe.org>.

Mission

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

Vision

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers

Job Description

The Human Resource Coordinator is an integral part of the Administrations team and provides administrative support to the Human Resources Department and assists with maintenance of HR files and documentation that ensure effective and efficient operations of the human resources department. This position administers and resolves benefits-related, time keeping and payroll issues and ensures effective use of all employee resources and positive employee relations. The Human Resource Coordinator supports the Director, Human Resources ensuring that the organization is operating in accordance with federal and state regulations. This role provides administrative support to the human resource function as needed, including record-keeping, file maintenance and HRIS entry.

Duties and Responsibilities

- Administers health and benefit plans, including enrollments, changes and terminations.
- Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.

- Submits online investigation requests and assists with new-employee background checks.
- Conducts audits & consolidations of payroll, benefits or other HR programs and recommends corrective action.
- Assists with processing of terminations.
- Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- File documents into appropriate employee files.
- Prepares new-employee files.
- Performs other related duties as assigned.

Desired Skills and Experience

- Believe in the Mission and Vision of SHPE
- Strong interpersonal communication skills (written and verbal)
- Strong planning and organizational skills
- Data analytic reporting
- Dependable and able to work without significant supervision
- Ability to partner and build relationships with staff and volunteers
- Practice utmost professionalism in a multicultural setting
- Flexible and multitask oriented
- Ability to manage multiple time-sensitive projects at one time
- Ability to work collaboratively and independently
- Working knowledge of MS Office
- A good understanding of membership associations
- Experience with cloud based Human Resources systems

Mandatory Job Qualifications

- Bachelor's degree in human resources or related field and/or equivalent experience preferred
- Experience with Paychex or other online HRIS software

Job Experience required:

- At least 2+ years of Human Resources experience
- Ability to write reports, business correspondence, and PowerPoint presentations
- Must possess a degree of skill in logistics to properly plan the details and anticipate potential problems that may arise
- Ability to work cohesively with a team

Work Environment:

- Moderate noise level
- Demonstrated ability to work both independently and collaboratively
- Impeccable ability to prioritize tasks, contribute to a healthy, productive work environment, and follow through on duties as assigned
- Excellent problem-solving, analytical, and evaluative skills
- Ability to meet deadlines
- 5% travel

Physical Demands:

- Ability to stand $\frac{1}{3}$ of the time
- Ability to lift 10lbs or less $\frac{1}{3}$ of the time
- Ability to walk $\frac{1}{2}$ of the time
- Ability to sit more than $\frac{2}{3}$ of the time
- Ability to talk & hear $\frac{2}{3}$ of the time

Demonstrated Competencies:

- Passion for and responsibility to the department
- Leadership through innovation
- Passion for what you do and a drive to improve
- Displays a relentless commitment to excel
- Displays personal and organizational integrity
- Willingness to learn and respond to feedback

COMPENSATION AND BENEFITS

- Annual salary is commensurate with experience
- Benefits package includes medical, dental, vision, retirement plan with employer match, tuition reimbursement assistance & professional development program and vacation.

SUBMISSION REQUIREMENTS

Interested candidates should submit the following items electronically to HR@shpe.org

- Resume
- Cover letter (with the subject Coordinator, Human Resources)
- 3 professional references
- Salary requirements

Note: Submission deadline is revolving until filled. Salary Range is \$50,000 - \$57,500

EEO STATEMENT

It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity,

gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state and local laws and regulations.