



Position Posting
USA Northeast Province of the Society of Jesus

Position Title: Administrative Assistant for Human Resources & Social Ministries
Employment Status: Full Time: approximately 80% of time supporting HR, 20% of time supporting Social Ministries.
Location: New York City
Reports to: Director of Human Resources & Assistant for Social Ministries

Position Summary:

The Administrative Assistant for the Social Ministries and Human Resources sectors is a full-time position working the UNE core hours between Monday through Friday with some additional hours/times as dictated by the demands of each sector's needs. The administrative assistant will perform assistance and office managerial activities for the Social Ministry and Human Resources departments of the USA Northeast Province. The Administrative Assistant is responsible for organizing and coordinating the administrative tasks of the Human Resources and Social Ministers sectors (departments) within UNE, to ensure effectiveness and efficiency.

Position Responsibilities:

Primary tasks of the Administrative Assistant for Human Resources include:

- Representing the province HR Department when HR Director is out of office
- Arranging HR travel plans and submitting expense reports
- Submitting check requests and reimbursements to UNE Treasurer's Office
- Processing new hire paperwork to include
 - Collecting/auditing/processing new hire paperwork
 - Data entry back-up to HR Director, setting up new hires in payroll system
 - Creating employee files
- Maintaining employee files and paperwork (electronic files and paper files)
- Assisting in the recruiting process to include scheduling interviews and performing reference checks on candidates
- Maintaining reports such as employee roster/headcount report of active employees
- Administrative duties to include: ordering departmental supplies, maintaining employee bulletin boards, coordinating meetings

- Assistance with collection of annual benefits open enrollment paperwork and processing employee benefits change paperwork
- Assistance with collecting, revising and maintaining job descriptions for all active employees
- Assistance with employee recognition and employee morale boosting events
- Assistance with tracking of staff training
- Other HR duties as assigned

Primary tasks of the Administrative Assistant for Social Ministries include:

- Scheduling and organizing meetings with East coast social ministries leaders
- Providing logistical support for NYC-area social ministries gatherings
- Communicating advocacy opportunities to social ministries contacts
- Submitting check requests and reimbursements to UNE Treasurer's Office
- Assisting in the voting of proxies for shares held by the province Foundation Trust
- Other duties as required and requested

The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management.

Education and Experience:

High School Diploma or equivalent required. Bachelor's Degree preferred.

A minimum of 2 years administrative experience, specifically in human resources preferred.

Working knowledge of computer programs and electronic communication; Microsoft Outlook, Office 365, Excel required.

Additional Skills & Abilities:

- Must be able to pass a criminal background check.
- Must maintain confidentiality.
- Must be able to successfully set priorities to meet deadlines.
- Must adhere to work schedule and report to work on time.
- Must be self-motivated, innovative and able to prioritize.
- Must be detail-oriented with numbers as well as written communications.
- Must have the ability to collaborate and work as a member of a team, as well as work independently.
- Must have the ability to communicate clearly and effectively in person, over the phone and in writing.
- Must have the ability to assess and adapt to changing priorities.

How to apply:

If you have a commitment to excellence and want to join our team of professionals, we invite you to submit a resume and cover letter to our Human Resources Department, at UNEhumanresources@jesuits.org and write "Administrative Assistant for Human Resources & Social Ministries" in the subject line. Applications will be accepted through July 31, 2018.

UNE offers a team-oriented work environment and a competitive compensation and employee benefits package. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.