



JOB TITLE: Human Resources Assistant

SALARY: DOQ

TYPE: Part-time / 20 hours

ORGANIZATION SUMMARY:

The Link was founded in 1991 by Jim Marshall and Oscar Reed, two former Minnesota Vikings, in collaboration with the late Leonard Lindquist, founding partner of Lindquist & Vennum. The organization began by offering youth development services in the areas of math, art, athletics, theater, and job and leadership trainings. Since its inception, The Link has worked with youth using a strength-based approach, fostering each youth's own resilience. Throughout its 17 year history, The Link has touched the lives of an estimated 15,000 youth and their family members. The Link is an Equal Employment Opportunity Employer.

ESSENTIAL FUNCTIONS:

The Human Resources Assistant administers the human resources policies, procedures and carries out responsibilities in the following functional areas: Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, employee health and safety, organizational development, employment, organizational and space planning, performance management and improvement systems.

GENERAL RESPONSIBILITIES:

Payroll

Liaisons with Business Manager to ensure accurate HR data processed each pay cycle
Compiles payroll, benefits, insurance, withholding, and related information from employee records

Benefits

Manages employee benefit programs
Administers the worker's compensation program to provide proper legal, reporting, and facilitation of claims and processes
Develops and provides regular reporting of leave time taken and available
Administers and explains benefits to employees
Serves as liaison to insurance carriers
Enrolls employees in employee benefit plans
Reviews benefit and maintains benefit records
Reviews and submits benefit forms for medical, dental, life/AD&D/STD/LTD, 403(b) and SEP/IRA
Coordinates with vendors to ensure accurate billing and enrollment
Reviews benefits plans on an annual basis

Personnel Files

Maintains employee personnel files and ensures their integrity
Enters and maintains information in the HRIS system for all employees
Generates proper documentation to support new hires, terminations, and miscellaneous salary and benefit actions
Maintains and implements record retention policies

Compliance

Ensures agency compliance with risk management procedures
Ensures agency compliance with EEO laws
Updates and monitors changes to procedures

Orientation

Assists in the implementation and coordination of orientation for staff, interns, and volunteers
Distributes and tracks keys and security codes
Revises and tracks updates for employee handbooks
Creates and revises job descriptions

Miscellaneous

Responds to employment verification and information request
Provides recommendation, assistance and follow-up on agency policies, procedures, and documentation
Responds to inquiries from employees and management when necessary relating to employment matters
Updates employee address and telephone number
Maintains and updates the shared human resource information for staff & supervisors

Notifies supervisors of upcoming employee anniversaries and birthdays
Provides back up assistance for answering central office phone
Other duties as assigned in support of the Human Resources operation

Community Engagement

Cultivates and maintains partnerships with affiliated organizations and individuals
Creates and maintains community relations appropriate to the fulfillment of agency priorities and objectives
Strengthens the position of The Link regarding youth services
Participates in committees as appointed internally and in the community

QUALIFICATIONS:

Degree in Human Resources or related field preferred
Minimum of 2 years related experience preferred
Knowledge of HRIS systems; experience with ADP and/or ADP HR/Benefit Solution extremely helpful
Experience generating reports from an HRIS system or comparable report writing experience
Understanding of human resource policies and procedures
Knowledge of federal and state employment laws
Proven ability to prioritize multiple tasks and meet deadlines
Proven attention to detail and accuracy

TO APPLY:

Interested applicants should send resume and cover letter specifying salary requirements to 1210 Glenwood Ave, Minneapolis, MN 55405 Attention: Business Manager; or fax to 612-871-0755; or email to lmarihart@thelinkmn.org by July 4, 2008. No telephone calls please.