



VACANCY

POSTED 7/7/2022

Salary Range: \$16.70 - \$25.10/hr

Human Resources Associate (Remote)

United World College-USA is seeking a Human Resources Associate. The Human Resources Associate performs under the supervision of the Director of Human Resources to accomplish human resource objectives by obtaining, recording, forwarding, and explaining human resource information. The Human Resources Associate supports the Director of Human Resources by scheduling appointments, assisting in the coordination and implementation of orientation, employee support, and assists in maintaining records and employee information in confidence.

POSITION RESPONSIBILITIES

- Maintains confidentiality in all aspects of department information.
- Maintains human resources records by maintaining applications, resumes, and applicant logs for each vacant position.
- Verifies candidate's background by contacting and verifying references.
- Coordinates candidate interviews with the Director of Human Resources, supervisor and necessary committees.
- Coordinates candidate travel and accommodation needs to campus when necessary.
- Ensures employee forms are filled out correctly and submitted in a timely fashion.
- Prepares monthly employee recognitions and birthdays for All Employee Meetings.
- Provides the manager support by entering, formatting and printing information, organizing work, answering calls, relaying messages, maintaining equipment and supplies.
- Resolves or assists in the resolution of policy-related, process-related, or procedural problems and/or inquiries received from department representatives, employees and/or applicants.
- Prepares documents and composes routine correspondence, as required, on specific policy and procedural issues.
- Gathers information, conducts basic data analysis, and assists in the development of reports.
- Creates and or updates job descriptions as required.
- Drafts and prepares vacancy announcements as directed.
- Assists with the development of new-hire training material.
- May be assigned to develop or coordinate special projects.
- Assists employees with general personnel matters.
- May attend and participate in a variety of meetings, workshops, and conferences to maintain current knowledge of laws, codes, rules and regulations related to assigned functions.

- Performs other job-related duties as assigned.
- Leadership: All UWC-USA employees are expected to provide varying levels of leadership in order to support the UWC mission. Examples include but are not limited to:
 - Actively participating and contributing to committee or task force assignments, providing leadership in campus-wide events or initiatives, strategic planning efforts, in the experiential education program, the dormitories, dining hall, and/or in physical plant initiatives.
 - Initiating strategic discussions and sharing thoughtful and innovative ideas with your co-workers for carrying out the UWC mission and successfully completing day to day work assignments.
 - Demonstrating a growth mindset by believing and acknowledging that intelligence, skills, learning and creativity can all grow with time and experience.
 - In all interactions, upholding the UWC mission and values, and creating an environment that promotes and values diversity, equity and inclusion.

QUALIFICATIONS

Required Qualifications

- Ability to create, compose, and edit written materials.
- Ability to gather data, compile information, and prepare reports.
- Ability to analyze and solve problems.
- Ability to work effectively in a diverse community.
- Strong interpersonal and communication skills.
- Skill in use of personal computers and related software applications.
- Record maintenance skills.

Desired Qualifications

- Bachelor's Degree
- 3 to 5 years' experience directly related to the duties and responsibilities specified.
- Ability to interpret and analyze informational needs, and provide general technical advice and guidance in area of specialty.
- Knowledge of human resources processes, procedures, and documentation, as applicable to an educational institution.
- Familiarity with Medical, Dental, Life, LTD, STD, Cobra, Workers Compensation, and 403(b).

This is a part-time (25 hrs/week), 12-month, non-exempt position. This position is remote, but reporting onsite will possibly be periodically required. Telework is at the discretion of management and can change at any time with appropriate notice. Compensation is commensurate with experience.

UWC-USA is an international boarding school. It enrolls up to 240 students in grades 11 and 12. All students follow the IB Diploma Program. Roughly twenty percent of the students come from the U.S.; the remainder represent more than 90 different countries. Students are admitted on the basis of merit, potential, and promise.

To apply, complete [an application form](#). Applications will be accepted until the position is filled. The successful candidate is required to either be vaccinated, as vaccines are available, or provide a medical or religious waiver, prior to starting this position at UWC-USA.

UWC-USA does not discriminate in its educational programs, activities, or admission and employment practices based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected class.