

Human Resources Associate Tufts University

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Posted Nov. 13, 2024, set to expire Mar. 28, 2025

Job Title	Human Resources Associate
Department	Human Resources
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Human Resources
Job Website	https://jobs.tufts.edu/jobs/21137?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

In support of the University's mission to be a high quality educational and research institution, the Human Resources team partners with University communities to provide a broad array of programs and services.

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Human Resources is committed to providing excellent service as a partner with management in the recruitment and retention of highly qualified diverse staff facilitating positive employee relations training to enhance employee skills, performance and job satisfaction. Human Resources creates and implements programs to increase organizational effectiveness as we design and deliver fair, competitive benefit and compensation programs. Working together in a spirit of continuous improvement and collaboration, the Human Resources team contributes to a progressive and productive work environment that meets the challenges of a changing world.

What You'll Do

Under the supervision of the Senior Director of Organizational Effectiveness and Talent Management (OETM), the HR Associate will have responsibilities across the OETM, Labor Relations and Benefits teams. This position offers a unique visibility to many Human Resources functions. The HR Associate role will include administrative, project based, and program management work that will support a wide variety of university initiatives.

Essential Functions:

- Coordinate team development opportunities, meetings and ongoing projects, initiatives and tasks for the OETM team.
- Pro-actively support the Senior Labor Relations Director and Senior Director of OETM with meeting coordination and other administrative tasks as needed. Organize and update Human Resources Business Partner (HRBP) team BOX file. Administer labor law poster process and distribution. Process PO and new vendor set up transactions as needed for team purchases. Serve as point person for outplacement processing. Provide additional administrative support as needed for OETM and Labor Relations teams.
- Respond to ad hoc report requests and provide monthly reoccurring client reports.
- Manage temporary hire background check process and provide backup support to background check lead. Work with background check team on any process updates.
- Support and research Talent Management initiatives. Coordinate Executive Coach and 360 assessment process from initial request to collection of feedback.
- Serve as point person for EAP and wellness programming vendors. Determine wellness program offerings in coordination with wellness vendor account executives, HRBP input, Communications Manager and Director of Benefits. Collaborate with Communications Manager to build community awareness, support and optimum utilization of wellness programming resources and determine future programming needs.

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- Handle high-level communications with stakeholders, prepare detailed reports and presentations, and manage confidential information.
- Assist in strategic planning processes and contribute to the development and implementation of organizational strategies.
- Utilize advanced software and systems to improve workflow and efficiency. Learn new software as needed for surveys and reporting.

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by an Associates Degree and 0-2 years related experience.

Preferred Qualifications:

- Strong technology skills, including strong knowledge of HRIS platforms and proficiency in the MS office suite.
- Excellent organizational skills with a high level of attention to detail and accuracy.
- Strong communication and interpersonal skills with ability to manage multiple priorities.
- Ability to work effectively in a fast-paced environment and handle confidential information with discretion.

Pay Range

Minimum \$29.40, Midpoint \$35.00, Maximum \$40.60

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

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