



# Human Resources Assistant

## Status: Exempt                      Date: July 2019

### **Who We Are:**

Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We were named by *The Nonprofit Times* for three years in a row as one of the **Top 50 Best Nonprofits to Work For**. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

### **Who You Are:**

A human resources assistant at Education Commission of the States will contribute to the organization's mission to provide a wide range of education stakeholders with unbiased information and opportunities for collaboration. As part of the Operations Team, the human resource assistant performs HR administrative tasks and acts as an HR Partner for employee relations.

### **Essential Duties and Responsibilities**

1. Maintain personnel files and establish new files for new hires.
2. Maintains employee information by entering and updating ADP payroll database.
3. Serves as point person for all new employee questions related to human resources.
4. Assist with administration of the employee health benefit programs.
5. Assist with employee relations and conflict management.
6. Maintains/Audits personnel files for records related to grievances, performance reviews, and disciplinary actions.
7. Administer the RTD ECO pass program.
8. Assist with posting of open positions.
9. Assist with exit interviews and termination paperwork.
10. Performs other duties as required.



**EDUCATION  
COMMISSION**  
OF THE STATES

Your education policy team.

**Required Skills and Qualifications**

- Bachelor's degree.
- At least 1 year of experience in office or HR support is preferred.
- Proficient in use of digital software and technology, including databases, MS Word, Excel and PowerPoint.

**Compensation and Benefits:**

Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long term disability, vision insurance, a flexible spending account, a health reimbursement account and a yearly contribution to your 403b retirement plan. This position is located in Denver, CO. The salary range for this position is commensurate with experience.

**Applying for the Position:**

To be considered for this position, please send a resume and cover letter e-mail to Kate Haggerty/ [khaggerty@ecs.org](mailto:khaggerty@ecs.org). Please include "Human Resources Assistant" in the subject line.

**Deadline to apply: All applications must be received by close of business on Tuesday, July 30, 2019.**

***Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.***