



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA  
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## JOB DESCRIPTION

### **HUMAN RESOURCE ASSISTANT or GENERALIST**

The HR Assistant (HRA) or Generalist (HRG) assists the HR Manager in a variety of tasks including the hiring process, enrolls eligible staff in insurance benefits, creates and maintains personnel records, assigns required training, verifies payroll deductions in the semi-monthly payroll, and communicates company policies.

The lists of Knowledge, Skills and Abilities and Experience/Education are wish lists, not checklists. We encourage anyone with an interest and translatable skills to apply even if they do not meet 100% of the criteria.

### **HR ASSISTANT DUTIES/RESPONSIBILITIES**

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate HR Manager or leadership
- Maintains the integrity and confidentiality of human resource files and records.
- Benefits administration
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- May assist with payroll functions including processing, answering employee questions, correcting processing errors.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, dental, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Plans and executes special events such as benefits enrollment, wellness activities, employee recognition events, holiday parties, and retirement celebrations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Develops and maintains HR forms.
- Manages keys for new and departing staff and volunteers
- Performs other duties as assigned.

## HR GENERALIST DUTIES/RESPONSIBILITIES

In addition to the duties listed above for the HRA, the HRG may take on some or all of these additional responsibilities.

- Lead the recruitment process for non-supervisory positions
- Training leader, train staff in related HR topics such as FMLA, ACA, anti -discrimination
- Draft and edit company policies and personnel manual
- May oversee the scheduling, assignments and daily workflow of the HR Interns
- Attend and participate in employee disciplinary meetings, investigations and terminations

## KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn human resource information system (HRIS), and similar computer applications.
- Knowledge of FLSA, FMLA, ADA, COBRA, OSHA and other relevant HR regulations.
- Ability to interpret FLSA and other state and federal regulation as they apply to payroll procedures and policies.

## EDUCATION/EXPERIENCE

**HRA** –Associate’s degree or higher in Human Resources (or related field) or relevant experience required. Experience working with Paycom or similar HRIS and payroll software is desired

**HRG** – In addition to the experience and education for the HRA role, at least 3 years of experience in human resources is required. Bachelor’s degree in Human Resources or related field preferred. SHRM-CP or similar certification a plus.

## WORKING CONDITIONS

Working at a computer and sitting for extended periods. Lifting boxes of files weighing up to 25lbs. Moving about our hilly campus at 7000ft elevation, sometimes over uneven terrain. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| <b>Status:</b>              | Full Time, Regular, 40 hours per week                            |
| <b>FLSA Classification:</b> | HRA - Hourly, Non-Exempt.<br>HRG - Salary, Exempt                |
| <b>Compensation:</b>        | HRA- \$22-\$25 an hour DOE<br>HRG - \$52,000-\$66,000 annual DOE |
| <b>Benefit Eligible:</b>    | Yes*   |
| <b>Location:</b>            | Flagstaff, AZ  |

**To Apply:**

Please send the following documents to [jobs@lowell.edu](mailto:jobs@lowell.edu)

- Lowell Standard Application ([www.lowell.edu/careers](http://www.lowell.edu/careers))
- Letter of interest addressing your qualifications
- Resume
- The contact information for three professional references

**Applications are reviewed weekly. Position is open until filled.**

\*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. Paid time off also includes paid Parental and FMLA leaves. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company, and includes a contribution to either an H.S.A or HRA account for first dollar medical expenses. Up to a 5% match on retirement contributions after 6 months of employment and funds in lifestyle spending account provided by the observatory.

**Employment is subject to passing a background check**

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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