



### **Job Posting**

Title: Human Resources Assistant  
Reports to: Vice President of Human Resources  
Status: Part-time hourly, temporary, non-exempt  
Pay: \$15/hr

### **STATEMENT OF THE JOB**

The Human Resources Assistant will assist in developing and executing human resources projects that support COVID-19 procedures, staff engagement/wellness, talent management and recruitment, and benefits.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists the VP of Human Resources to further Gryphon Place's strategic plan initiatives
- Manages Gryphon Place's COVID-19 policies and procedures
- Updates and recommends new staff wellness/engagement programs
- Performs background checks and credentialing of employees
- Reviews and makes recommendations for updating the Employee Handbook
- Researches and recommends improvements to current policies
- Responsible for maintaining confidentiality as required by law and standard practice
- Participates in Human Resource (HR) Committee
- Completes all other duties as assigned

### **EDUCATION AND EXPERIENCE**

High school diploma and previous experience in an office setting preferred.

### **KNOWLEDGE / SKILLS / ABILITIES:**

- Strong organizational skills
- Excellent communication skills
- Creative problem-solving abilities
- Ability to work independently or as part of a team

### **PHYSICAL REQUIREMENTS:**

This is largely a sedentary role; however, some filing and other clerical tasks are required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary as well as require the ability to lift at least 20lbs.

*Persons are recruited, hired, assigned, and promoted only on the basis of job-related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non job-related disability, race, religion, sexual orientation, veterans' status. EOE*

**Interested individuals should apply via email or fax with a cover letter and resume to:**

**Email:** [sevans@gryphon.org](mailto:sevans@gryphon.org)    **OR**    **Fax:** (269) 381-0935