

### **Human Resources Assistant, PT**

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

The Museum of The City of New York is seeking a proactive, energetic part-time Human Resources Assistant who possesses excellent communication skills. The ideal person for this position is a resourceful team player with strong interpersonal skills. Reporting to the Director of Human Resources, the Human Resources Assistant will perform administrative tasks and services to support effective and efficient operations of the organizations human resource department.

#### **Roles and Responsibilities:**

- Support all questions or requests related to internal and external HR.
- Maintain digital and physical records of employee data up to date.
- Conduct audits.
- Process checks invoices.
- Complete/follow up on background checks.
- Assist in the recruitment process by creating job descriptions, posting descriptions on various sites, and drafting offer letters.
- Assist in employee orientation.
- Order supplies for different departments
- Add new employees to different systems.
- Keeping accurate and updated calendars of the HR Director.
- Schedule meetings, interviews, and HR events and keep agendas.
- Perform orientations and update new employee records.
- Stay up to date with the latest HR trends and best practices.
- Keep employee files confidential.
- Excellent opportunity for a student or retired professional.

#### **A successful candidate will have:**

- Associate's degree Preferred.
- Prior Human Resources experience.
- Excellent verbal and written communication skills.
- Prior related office experience preferred.
- Proficient with Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.

#### **Physical requirements**

- While performing the essential functions of the job, the assistant typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The employee

is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend, or lift up to 20 pounds. The position requires mental acuity, and capacity to manage high stress and emotion.

## BENEFITS

- This position pays \$20/hr. Your employment relationship with the Museum qualifies you for free or discounted admission to other participating cultural institutions.

## HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Human Resources Assistant** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*