

## **JOB DESCRIPTION**

**Job Title:** Human Resources Coordinator  
**Reports to:** Executive Director and  
Senior Director of Finance & Operations  
**Classification:** Part-time/Non-Exempt (Hourly)  
**Work Schedule:** 15-28 hours per week

### **Organizational Summary:**

With 11 locations across the globe, Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

### **Position Overview:**

The Human Resources Coordinator will be responsible for the general administration of personnel-related functions and administering policies relating to all phases of human resources activity.

### **Responsibilities:**

- Assist in job recruitments, background checks, and administers benefits orientation for all new hires.
- Plan and conduct new employee orientation to foster positive attitude toward company goals.
- Administer performance review program to ensure effectiveness, compliance, and equity within the organization.
- Handle benefits administration for health, dental, life, short & long term disability, and paid time off for employees.
- Enter data on new hires, terminations & employment data changes using HR/Admin software program, and maintains & upgrades benefits tables as necessary.
- Maintain employee personnel files.
- Other duties as assigned.

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### **Key Qualifications:**

- Three years of related customer service work experience or an equivalent combination of education, training, and experience.
- Prior experience with Human Resources or Payroll computer software preferred.
- Strong communications in English; additional (Asian) languages desirable.
- College Degree in a field related to the ASTC organizational mission & function or a related discipline.
- Must be able to multitask.
- Strong computer skills required.
- Fluency with Microsoft Office.

### **Personal Characteristics:**

- Exceptional interpersonal skills and ability to work successfully with extremely diverse constituencies.
- Highly organized, with strong attention to detail, energy, and enthusiasm.
- Ability to maintain confidentiality when dealing with employee data, personnel files, and records.
- Maturity and calm under pressure.
- Diplomacy and courtesy under pressure.
- Strong communications skills, both written and oral.
- Planning and organizational skills.
- Demonstrated resourcefulness and good judgment.
- Values diversity of thought, backgrounds, and perspectives.
- Personal integrity and ethical standards.
- Constantly looking to apply best practices.
- Predisposition to mentor and subsequently increase responsibilities as team develops,
- Knowledge of standard Human Resources policies, practices, and procedures.
- Knowledge of arts and/or nonprofit organization operations preferred.
- Resourcefulness.
- Ability to multitask while maintaining attention to detail.

### **Language Skills:**

Ability to read, analyze & interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, applicants, and the general public.



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### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, and diagram, or schedule form.

### **Other Skills and Abilities:**

Position requires demonstrated applied skills in word processing and spreadsheet operations, including, but not limited to, Microsoft Office (Word, Excel, and Power Point). Ability to work without direct supervision in a small office environment is required. Ability to hold a valid Driver's License and possess a vehicle that can be used for work purposes.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use their hands and arms to handle, reach, or feel; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

### **Compensation:**

Commensurate with experience.

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### **Materials Required for Candidacy:**

1. Cover Letter
2. Resume
3. Background check required
4. *FINALISTS* will be required to provide three current references.

### **RELOCATION:**

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

### **HOW TO APPLY:**

Please email your cover letter and resume indicating position and salary requirements to:  
Human Resources Department, HRDept@asiasociety.org.

Indicate job title in the subject line.

*Resumes without cover letters will not be accepted.*

*No phone calls, please.*

*Only those candidates considered for an interview will be contacted.*

*Please regard your resume as having been received unless your email is bounced back.*