**Manhattan School of Music Position Description**

**Title:** Human Relations Assistant, Part-Time  
**Department:** Administration and Human Relations  
**Reports To:** Special Projects Manager  
**Internal Contacts:** Faculty and Staff  
**External Contacts:** Vendors, Insurance Brokers, Auditors  
**Incumbent:** New Position

**Domains:**
The Human Relations Assistant performs a wide variety of clerical, technical, administrative, and day-to-day office duties in support of the Office of Administration & Human Relations.

- Assists with new employee background checks, including submission of online investigation requests.
- Prepares New Hire Kits, keeping all benefits and policy materials organized and up-to-date.
- Creates and maintains personnel records and employee files, including collecting, copying, scanning, and filing documents.
- Aids in the determination of faculty benefit eligibility by tracking faculty hours and status.
- Maintains employee information by entering and updating employment and status-change data on the staff and faculty census and the Intranet staff directory.
- Processes confidential reports and documents, filing electronic and hard copies.
- Gathers data and completes forms for unemployment claims.
- Performs large-scale mailings for various compliance requirements.
- Assists the department with the school-wide and retirement plan audits.
- Supports open enrollment period activities by preparing documents and assisting with dissemination of information and presentations.
- Files workers’ compensation reports with NYSIF, and completes follow-up paperwork.
- Researches, compiles, and analyzes data for special personnel projects and reports.
- Tracks department compliance deadlines.
- Aids in the enrollment and termination of employees in benefits plans.
- Assists Manager of HR Systems with reconciliation of records as needed.
- Prepares necessary materials for meetings and events.
- Performs other duties as assigned.
Job Requirements:

- Administrative assistant experience with demonstrated ability to orchestrate and complete projects while meeting deadlines.
- High degree of organization with significant attention to detail.
- Excellent writing and communication skills.
- Professional and ethical work behavior with ability to maintain the highest level of confidentiality.
- Computer literacy required with knowledge of MS Word and Excel.
- Interest in Human Resources and working in an educational environment.

Contact Information:

Send letter of application and résumé including three references to:
Caryn Kaplan, Special Projects Manager, Administration & Human Relations
Manhattan School of Music, 120 Claremont Avenue, New York, NY 10027 or to
ckaplan@msmny.edu. No phone calls please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, disability, or any other characteristic protected by law.

This policy of equal opportunity applies to all policies and procedures relating to recruitment, hiring, admission, financial aid, compensation, benefits, termination, and all other terms and conditions of employment and education. Questions or concerns, including those related to Title IX, should be referred to the director of administration and human relations and Title IX Coordinator at TitleIXCoordinator@msmny.edu.