

## Position Description

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<b>Title:</b>	Human Relations and Finance Coordinator
<b>Department:</b>	Administration and Human Relations and Business and Finance Office
<b>Reports To:</b>	Associate Director of Human Relations and Senior Vice President and Chief Financial Officer
<b>Internal Contacts:</b>	All Faculty and Staff
<b>External Contacts:</b>	Vendors, Insurance Brokers, Auditors
<b>Employment Status:</b>	Full-Time, Non-Exempt
<b>Start Date:</b>	As soon as possible

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### **Domains:**

The Human Relations and Finance Coordinator performs a wide variety of clerical, technical, administrative, and day-to-day office duties in support of the Office of Administration & Human Relations and the Business and Finance Office.

### **Human Relations (50%):**

#### *Recruitment*

- Participates in recruitment efforts, including posting position descriptions on recruitment sites and a professional diversity network.
- Processes and manages background checks for prospective employees.
- Oversees the completion of applicant paperwork, and submits documentation to online vendors.
- Reconciles invoices for recruitment ads.

#### *On-Boarding*

- Prepares New Hire Kits as part of the Orientation program for staff and faculty.
- Meets with new part-time employees to discuss MSM policies and retirement plan information.
- Enrolls employees online for the School's benefits plans; completes benefits information in ADP payroll system and the HR database.
- Administers and monitors progress for all online trainings, including annual sexual harassment trainings.

#### *Record Maintenance*

- Creates and maintains personnel records and employee files. Tasks include collecting, copying, scanning, and filing documents.
- Maintains accurate employee information by entering and updating employment and status-change data in the HR benefits database, ADP payroll system, staff census, MSM website, employee Intranet, employee directory, and staff email list.
- Coordinates HR termination process; terminates employees participating in benefits plans, administers COBRA, and completes information in the database.

### *Administrative Duties*

- Reconciles departmental bills and records.
- Researches, compiles data, and completes forms for unemployment claims, worker's compensation reports, and employment verification.
- Assists the department with retirement plan audits.
- Coordinates HR department activities, including scheduling of webinars and meetings, updating calendars, overseeing employees attendance through emails, and preparation of documents and materials.
- Performs projects and other duties as assigned.

### **Business Office (50%):**

- Assists with Board of Trustee, Finance & Facilities, and Audit Committee meeting material preparation, scheduling, and preparation of related meeting minutes.
- Creates and maintains financial analyses using Jenzabar and Raiser's Edge.
- Supports the CFO during the budget planning process.
- Assists with the development, implementation, and monitoring of an enterprise risk assessment, as directed by the Audit Committee of the Board of Trustees.
- Assists with the coordination of large and small capital projects, such as classroom and teaching studio renovations. Includes preparing project plans, monitoring project status, budget, taking photos of progress, etc.
- Updates the Emergency Management Plan, and prepares agenda and notes for meetings.
- Reviews campus safety initiatives, schedules emergency preparedness trainings, and revises Security Post Orders.
- Serves as backup to Accounts Payable.
- 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.
- Ability to work on multiple projects, prioritize tasks, and communicate stage of completion.
- Good customer service skills, with the ability to take direction and work collaboratively.
- Excellent writing and communication skills.
- Computer literacy required with knowledge of MS Word, Excel, and Powerpoint; familiarity with MS Access a plus.
- Professional and ethical work behavior with ability to maintain the highest level of confidentiality.
- Interest in Human Resources and Business Office activities and working in an educational environment.

### **Contact Information:**

Send letter of application and résumé including three references to:

ckaplan@msmny.edu  
No phone calls, please.

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