

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Human Resources Coordinator
Department:	Human Resources
Supervisor:	Human Resources Manager
Employment Status:	Part-Time
FLSA Status:	Non-Exempt
Work Hours:	Some flexibility in hours and work day is allowed, but the employee must be available during core work hours.
Issue/Reissue Date:	July 14, 2016

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

Support Human Resources Department with general administration such as recruitment, onboarding, and benefits.

Minimum Qualifications:

- Bachelor's Degree in Human Resources, and/or related field or equivalent combination of education and experience.
- 1-2 year of experience in Human Resources functions such as recruitment, onboarding, benefits or relevant human resources/administrative experience.
- Knowledge of human resources processes and best practices.
- Strong ability in using MS Office, and HRIS systems (e.g. ADP).
- Outstanding communication, active listening and interpersonal skills.
- Ability to handle data with confidentiality.
- Well organized with a skill in time management.
- Sense of humor and a positive outlook a must.

Desired Qualifications:

- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.
- Highly intelligent self-starter who is committed to the museum's mission.
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through.

Essential Duties and Responsibilities:

- Manages all pre-employment activities including; recruitment, web posting, offer letters, new hire packets, background investigations, new hire paperwork, and new hire notifications.
- Ensures accuracy of data change requests through ADP and processes data changes on Personnel Action Forms.

- Answers questions for employees and provides appropriate resource(s) for support as needed and within scope of assigned responsibilities.
- Maintain records of personnel-related data (payroll, personal information, leaves, termination etc.) in both paper and the database and ensure all employment requirements are met.
- Additional duties as assigned.

Traits and characteristics:

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and vision, mission and values.

Core Competencies:

1. Human Resources Capacity.
2. Communication Proficiency.
3. Personal Effectiveness/Credibility.
4. Project Management.
5. Customer/Client Focus.

Working Conditions and Atmosphere:

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets and printers. Some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Department Approval

Date

Employee Signature

Date

Human Resources

Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.