

HR & Operations Assistant

JOB OPENING ID 347608

JOB DESCRIPTION

The Institute for Social Research and Data Innovation ([ISRDI](#)) is a University-wide research institute that provides a vibrant and highly collaborative interdisciplinary research environment for four interrelated research centers: [IPUMS](#), the [Minnesota Population Center](#), the [Life Course Center](#), and the [Minnesota Research Data Center](#). In this position, you will provide support for all human resources and operational functions for the ISRDI and its research centers. These units have a combined annual budget of approximately \$16+ million (both sponsored and non-sponsored) and employ approximately 160 people.

In this role you will be a part of the administrative team, supporting human resources, operations, finances, grant management, and research development at ISRDI. You will report to the HR & Operations Manager and work closely with the Operations Associate and Diversity Fellowship Director.

Diversity and inclusion are core values of our organization. We aspire to create a team that represents the diversity of our city, our region, and our world and to create a space that encourages and embraces inclusiveness, equal opportunity, and respect. We strongly encourage members of underrepresented groups to apply for this position. ISRDI supports the work-life balance of our staff with flexible work hours and hybrid work arrangements. ISRDI encourages and supports staff training and development and provides annual professional development funds. The University also offers excellent health insurance, retirement benefits, and tuition assistance.

RESPONSIBILITIES

Human Resources Support (50%)

- **Recruitment and Hiring Support**
 - Post positions on University of Minnesota career sites and other external sources
 - Provide administrative support to search committees, including scheduling search committee meetings, collecting and preparing candidate application materials, preparing candidate evaluation materials, taking meeting minutes and assisting in preparing meeting agendas, scheduling candidate interviews, and corresponding with applicants on behalf of the search committee.
 - Assist HR & Operations manager with documentation for hires including summarizing applicant pool demographic data, preparing justifications for selection/non-selection, and preparing background check requests and offer letters.
- **Time and Administrator Contact**
 - Serve as the primary time and administrator contact for ISRDI
 - Monitor and track time-off requests
- **HR programs Support**
 - Assist HR & Operations manager by drafting and sending correspondence related to pay changes, compliance, performance reviews, and other HR programs
- **Visa Support**
 - Assist HR & Operations Manager in preparing documents for visa applications

General Administration & Operations Support (35%)

- Manage recurring, sometimes complex events requiring a high degree of logistical coordination and attention to

detail.

- Oversee the maintenance of office supplies and equipment for efficient operations.
- Serve as the backup to the Operations Associate for all facilities/space-related requests.
- Serve as front desk lead worker who creates schedules, assigns and directs work, and provides orientation and training of part-time workers on the reception team.
- Serve as a back-up for front desk receptionist, and monitor front desk during absences of a receptionist; answer main phone line and other lines as needed, refer calls, take messages, greet, welcome and direct visitors.
- Stay up-to-date on knowledge of University, federal and ISRDI guidelines with regard to travel, purchasing, payroll, hospitality, etc. Provides information and guidance to ISRDI staff as needed.
- Prepares files and assists in records management
- Special projects supporting ISRDI administrative operations.
- Meeting and calendar assistance: This position will manage complex meeting scheduling for ISRDI leadership and administration. This will require knowledge of, but will not be responsible for, day-to-day calendars of unit managers and center directors. This position will proactively coordinate any necessary operational arrangements and reconcile issues as they arise.

Diversity Fellowship Program Support (15%)

- Assist in posting and advertising Diversity Fellowship
- Collect and maintain Diversity Fellow application materials
- Correspond with applicants
- Provide support to Diversity Fellowship Search Committee and project mentors during the selection process
- Assist in creating and sending out Diversity Fellow offer letters
- Schedule diversity fellowship events, meetings, and professional development opportunities
- Diversity Fellowship event coordination

The position will have an annual starting salary of \$40,000- \$50,000, commensurate with experience.

QUALIFICATIONS

Required Qualifications:

- High school diploma/GED and 4 years of related office experience. Training/education may be substituted for years of experience.
- Excellent organizational skills and attention to detail
- Demonstrated ability to provide excellent customer service
- Previous experience with Microsoft Office and Google suite applications
- Experience working with diverse populations and an interest in furthering diversity, equity, and inclusion initiatives

Preferred Qualifications:

- Previous experience providing scheduling support to senior leaders
- Demonstrated ability to manage multiple projects and prioritize tasks independently
- Demonstrated experience improving administrative processes
- Previous experience learning complex policies and procedures
- Ability to keep multiple stakeholders updated on the status of work/projects

APPLICATION PROCEDURE

Please apply using the University of Minnesota's online employment system:

- External applicants can apply directly at <https://hr.myu.umn.edu/jobs/ext/347608>.
- Internal candidates can apply directly at <https://hr.myu.umn.edu/jobs/int/347608>.
- Candidates can also apply online by going to <https://humanresources.umn.edu/content/find-job> and search job opening ID 347608.

Application requirements include a resume and a cover letter describing your interest and qualifications in the position. Questions concerning the application process may be addressed to Alex Lunde, HR & Operations Manager, at isrdi-jobs@umn.edu.

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.