



Job Description

Job Title: Human Resources Support Specialist, Grade Level 4
Reports to: Employee Relations Manager
FLSA Status/Schedule: Non-Exempt; 37.5 hours per week
Location: Syracuse

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Qualifications:

- Associates degree; or equivalent combination of education and experience
- Excellent interpersonal skills with demonstrated ability to function autonomously and as a team member
- Strong customer service skills
- General organizational skills with consistent and accurate attention to details
- Working knowledge of computer software programs (MS Word and Excel) and ability to learn new software and office equipment such as: fax, scanner and copier
- Successful clearance of required prescreening checks

Essential Functions:

- Represent ARISE professionally by always acting with the highest ethical standards
- Remain calmly focused on tasks amid "people traffic"
- Warmly assist visitors
- Deliver and sort interoffice mail to/from ARISE offices at 635 James Street and 716 James Street
- Prepare new hire packets for orientation on a regular basis
- Clerical duties include but are not limited to: answering and transferring calls; timely filing, scanning, faxing, printing and copying
- Run exclusionary checks on a monthly basis
- Support the Benefits Coordinator by: assisting with worker's comp claims; and inputting employees into Maxwell Health and COBRA sites; assisting with bulk mailings
- Perform internal audits, as directed; and assist with collecting materials for external audits
- Assist with office supply orders, as needed
- Input newly hired employees into Human Resources Information System (ADP Workforce Now)
- Accurately complete employee verifications and unemployment claims
- Run reports from various databases
- Type minutes from bi-weekly HR Meetings
- Create new hire staff IDs
- Maintain the Human Resources section of the staff homepage
- Uphold the codes of conduct and ethics as well as all ARISE policies and procedures
- Exercise sound judgment as a matter of course, and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Other duties as assigned

Snapshot of Select Benefits for Full Time Employees*:

- Generous paid time off includes:
 - 12 holidays
 - 20 Earned Time Off days in years 1 & 2; increases to 25 ETO days after 2 years
- Participation in the 401(k) plan can start soon following date of hire
- Very affordable group medical insurance coverage, as well as dental and vision coverage
- Flexible spending arrangement (medical / dependent care)
- Free life insurance and long term disability coverage
- Free / Confidential Employee Assistance Program
- Option to enroll in voluntary benefit plans at annual open enrollment

*Above snapshot of select benefits is intended as a brief overview; terms and conditions are specified in plan documents and ARISE policies, which are subject to change.