Open Position
Employment and Recruiting Coordinator
Human Resources Department

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Employment and Recruiting Coordinator. This full-time, 37.5 hour/week position provides general support in the functional areas of Human Resources and is primarily responsible for the Society's recruitment and staffing needs, including but not limited to new employee orientation and employee activities. This position is responsible for using care and judgment to ensure fairness and equity during interactions with "customers". Must provide consistent information to employees and managers, in accordance with the Society's human resources policies, procedures and practices.

Major Responsibilities:

Employment and Recruiting -
• ADP Recruitment Module - Primary practitioner
• Oversee and execute all aspects of recruiting of permanent and temporary positions

Orientation, Training, and Development -
• Prepare and execute new hire paperwork
• Arrange and conduct orientation and onboarding with appropriate departments/individuals

Compensation -
• Market price salary ranges
• Participate in salary surveys providing AMS data for survey submission

Compliance -
• Manage COBRA process with third-party vendor
• Prepare and submit government reporting for Affirmative Action, Equal Employment Opportunity and Veterans Employment Report

Employee Services and Relations -
• Arrange and organize employee events
• Employee Handbook - Revisions and Updates
• Handle arrangements for unplanned activities and events throughout the year
• Manage Annual Charitable Giving Campaign
• Manage Retiree Medical benefit ensuring timely communication with participants

Qualifications:
• Knowledge and understanding of federal and state laws related to employment law
• Knowledge of social media platforms and relevancy to recruiting
• Able to utilize critical evaluation skills to effectively research, analyze, prepare and present information

Education and/or Experience:
• 3-5 years of Human Resources recruiting experience required
• BA or BS degree or equivalent combination of education and experience. ADP Workforce Now Human Resources Certificate or comparable certification and SHRM Certified Professional (SHRM-CP) or equivalent preferred

To apply go to: https://workforcenow.adp.com/jobs/apply/posting.html?client=amsocie&jobId=207139&lang=en_US&source=CC3

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