

THE
CARTER CENTER



Waging Peace. Fighting Disease. Building Hope.

**Senior Human Resources Associate
Atlanta, Georgia**

Founded in 1982 by former U.S. President Jimmy Carter and his wife Rosalynn in partnership with Emory University, The Carter Center was created to advance peace and health worldwide. The Center, based in Atlanta, Georgia, is guided by a fundamental commitment to human rights and the alleviation of human suffering. The Center seeks to prevent and resolve conflicts, enhance freedom and democracy, and improve health. The Center, a not-for-profit organization, has helped to improve life for people in more than 80 countries by resolving conflicts; advancing democracy, human rights, and economic opportunity; preventing diseases, and improving mental health care.

The Carter Center collaborates with other organizations, public or private, in carrying out its mission around the world. For additional information regarding accomplishments, leadership, governance, and current programs, please go to www.cartercenter.org.

Summary:

The Sr. Human Resources Associate, working with the Director, Human Resources and the Human Resources Specialist, provides professional expertise in the areas of staffing, compensation and payroll administration, employee relations, training and professional development for The Carter Center staff. The Sr. Human Resources Associate will assist with many functions of human resources including employee relations, recruiting, training, and professional development for staff. This position coordinates with various Emory departments to implement human resources processes and ensures consistent application of Emory/Carter Center policies/procedures. This position reports to the Director, Human Resources and serves as the back-up for the Director and may supervise staff, volunteers and/or interns.

Key Responsibilities:

1. **RECRUITMENT:** In coordination with the Director, assists with the recruitment and staffing processes for Carter Center positions including working with hiring supervisors to identify recruitment sources, coordinating advertising, posting, and sourcing with Emory University staffing representatives, working with search firms on key hiring initiatives, screening/interviewing applicants; developing salary offers with Emory University human resources staff; conducting reference checks; ensuring compliance with applicable laws, regulations and other requirements. Trains applicable staff on recruiting, effective interviewing skills and hiring procedures.

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2. **EMPLOYEE RELATIONS:** Advises and assists employees and supervisors in the handling of employee relations issues, complaints and/or grievances. Conducts investigations and participates in various processes to resolve informal and formal complaints. May act as a liaison/facilitator/coach to resolve employee relations issues. Collaborates with and informs Emory HR and other units as needed.
3. **BENEFITS:** Coordinates international medical insurance coverage for identified national staff and third country nationals using a third party vendor as well as facilitating claims services. Serves as a resource and reference for Emory benefits including 403B consultations, Faculty Staff Assistance Program (FSAP), and Work/Life Resource Programs.
4. **POSITION DESCRIPTIONS:** Manages the process with supervisors to review, update and ensure appropriate Carter Center position descriptions for all employees.
5. **TRAINING AND ORGANIZATIONAL DEVELOPMENT:** Works with the Director, HR and Center leadership to determine staff development needs and designs customized programs for Carter Center staff. Collaborates with Emory Learning Services department and consultants to implement training and development programs for staff. Designs, develops, conducts and facilitates in-house training programs for employees. Trains and advises supervisors on employee performance and address employee problems to ensure employees understand performance expectations and develop skills to perform their jobs effectively. Responsible for conducting the new employee orientation program and managing the onboarding process for staff.
6. **GLOBAL HUMAN RESOURCES SUPPORT:** Assists the Director and may serve as a resource to program staff for personnel issues and topics that are related to local national staff and third country nationals. May work with program staff and consultants to research local pay and benefit practices as needed and make recommendations accordingly.
7. **HR ADMINISTRATION:** Serves as the back-up for processing human resources transactions, including hiring, personnel changes, reclassifications, and payroll changes. Approves payroll time and attendance transactions for submittal to Emory and verifies accuracy of payroll details submitted.
8. **INTERNATIONAL EMPLOYMENT:** Will coordinate the administration and processing of expatriate allowances, and F-1/J-1/H1-B work-visas. Coordinates and processes required documents to Emory University International Student and Scholar Services (ISSS).

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9. **POLICIES AND PROCEDURES:** Works closely with Carter Center managers and staff to analyze issues and provide input into the design and administration of human resources processes and procedures in order to meet their needs. Interprets and counsels managers and staff on Carter Center/Emory policies and procedures to ensure fair and consistent application.
10. **COMMITTEES:** Serves on and provides input to internal (Gender Working Group) and external committees (FSAP/Emory HR) and represents the department and The Carter Center within Emory University as assigned.
11. **EMPLOYEE RECOGNITION & EVENTS:** Organizes Center staff meetings, annual events, wellness initiatives, brown bag lectures, and other staff activities. May participate in developing and maintaining various community relationships.
12. **SPECIAL PROJECTS:** Responsible to work with the Director and other staff to complete special internal and external projects as assigned. May coordinate and manage consultants.
13. **RECORDKEEPING:** Serves as back-up to the Human Resources Specialist to maintain in-house database for monthly leave balances and oversees maintenance of employee data in the Emory HRIS system and in Carter Center personnel files in accordance with applicable regulations.
14. **PROFESSIONAL DEVELOPMENT:** Stays current with legal requirements and monitors new employment legislation and trends. Maintains professional growth by participating in educational programs, professional organizations, and activities to advance knowledge of human resources management trends.
15. Performs related responsibilities as required.

Qualifications:

Minimum Qualifications: Bachelor's degree in human resources, business administration, or a related field and five years of human resources administration experience which includes three years in a human resources specialty.

Preferred Qualifications: Preferred candidates will have experience with recruitment and training programs in an international organization. The successful candidate will be proactive and responsive to the organization's needs, have exceptional interpersonal skills, strong written and verbal communication skills and the ability to multi-task. Candidates must have the ability to exercise sound judgment, discretion, and maintaining a high degree of confidentiality is required. International not-for-profit human resources administration experience in a cross-cultural setting is preferred.

To be considered for this position, you must apply online: <http://www.hr.emory.edu/eu/careers/Position #68754BR>

The Carter Center/Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.