



JOB DESCRIPTION | HUMAN RESOURCE SPECIALIST

Kalamazoo Symphony Orchestra

Job Title: Human Resource Specialist
Organization: Kalamazoo Symphony Orchestra
Reports to: Director of Finance & HR
Class: Part-Time, Approximately 10 hours per week. Non-Exempt

Position Description:

The Human Resource Specialist is responsible for maintaining the day-to-day Human resource operations of the Kalamazoo Symphony Orchestra, including ensuring HR compliance for policies and procedures. A key element of this position is proper compliance with best practices for HR. In fulfilling these duties, the Human Resource Specialist works under the supervision of the Director of Finance & HR.

Responsibilities:

Ensures proper and accurate record-keeping of all employee benefits, including personal leave/vacation, sick days, health benefits, 403(b) plan benefits, and other benefits programs within ADP.

- Maintains accurate and up-to-date human resource files, records, and documentation
- Manages employee benefit plans including Life, Short Term, Long Term, Dental, Vision, Health, FSA, and pension
- Updates pertinent personnel data within ADP for new hires, pay changes, time-off policies, and employee benefit deductions
- Prepares and files employer reports to government agencies (including unemployment), insurance companies, union, etc.
- Completes verifications of employment
- Completes New Hire Checklist to ensure all records are complete prior to a new employee starting work
- Prepares new employee files and maintain current and terminated employee files
- Answers employee questions about time off requests
- Serves as backup for payroll processing
- Assists the Executive Director and Director of Finance & HR with projects
- Other duties as assigned by the Executive Director or the Director of Finance & HR

Knowledge, Skills, and Abilities:

- Knowledge of Human Resource principles and best practices.
- Strong communication and organizational skills
- Ability to multi-task and take initiative
- Sensitivity to confidential information
- Ability to work independently and in a team environment with a professional and diplomatic demeanor
- Proficiency in Microsoft Office Suite
- Knowledge of employment-related laws and regulations
- Able to create and implement new policies and procedures

Education and Experience

- Bachelor's degree in Human Resources preferred
- 1-3 years of HR, payroll and benefit related experience required

About the KSO

Our Mission: To serve our community through outstanding musical listening and learning experiences

Our Vision: Symphonic music is a part of everyday life throughout our community

Founded in 1921, the Kalamazoo Symphony Orchestra (kalamazoosymphony.com) is Southwest Michigan's premiere musical organization and the state's third largest orchestra. Serving Michigan's sixth largest metropolitan area, the KSO provides more than 40 concert performances each year and reaches more than 31,000 adults and youth annually through exceptional symphonic music, world-class guest artists, and engaging educational programs.

The Kalamazoo Symphony offers a competitive hourly rate starting at \$20 per hour. This position is not eligible for benefits. The KSO is a flexible employer and strives to create a positive, employee-centered work environment. The majority of office hours will be required in person.

To Apply:

To apply for this position, please submit a cover letter of introduction outlining your specific experience and qualifications, and resume in PDF format to at HR@kalamazoosymphony.com. No phone calls, please. For best consideration, please submit your materials by November 22.

At the Kalamazoo Symphony Orchestra, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Candidates from all backgrounds and walks of life are encouraged to apply.