

## Space Center Houston Benefits and Recruiting Coordinator

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. We aspire to be the world's leading science and space exploration learning center. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center, a Smithsonian Affiliate and a Certified Autism Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are currently seeking a full-time Benefits and Recruiting Coordinator responsible for support in the areas of benefits and recruiting to the Human Resources Department. Responsibilities and qualifications are shown below:

### POSITION RESPONSIBILITIES

#### *Benefits:*

Under the direction of the Sr. HRIS & Benefits Specialist, the coordinator will:

- provide support with all areas of the organization's entire benefits platform, which may include enrollment and questions, insurance payments and monthly reconciliations, benefits data entry and database accuracy, retirement and benefit plan enrollment/onboarding, administration of worker's compensation and leave of absence matters, as well as on-going benefit and retirement plan administration.
- serve as primary point of contact for vendors such as insurance carrier representatives, broker contacts and 403(b) auditors.
- respond to employee questions related to benefits and provide support as needed in resolving benefits related issues.
- assist with leave of absence requests including disability leave, Family and Medical Leave and personal leave.
- maintain accurate and relevant benefit records and files.
- track employee benefit eligibility and provide appropriate notifications as well as conduct employee benefits orientation.
- ensure accurate entry of benefit related information for new enrollments, status changes, qualifying event changes, and terminations in the Dayforce HRIS and monitoring carrier feeds to ensure accurate updates.
- work with insurance carriers and other platforms (investment, life, etc.) to ensure all current benefit materials are available and disseminated as needed.
- assist with developing and distributing benefit communications, including monitoring benefits website for necessary updates.
- reconcile and process monthly premiums for insurance plans.
- respond to auditor requests during annual plan audit for 403(b).
- administer and file workers' compensation claims.
- monitor claims and manage claim process with insurance carrier under guidance from Sr. HRIS & Benefits Specialist.
- Act as liaison between employee, carrier and department supervisor while administering workers compensation claims.
- Maintain data required for OSHA reports.

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*Recruiting:*

- Assist with full cycle recruitment process for regular part-time and seasonal employees to include:
  - Posting job advertisements to internal and external job boards and work with the Communications team to post and promote open positions on social media platforms.
  - Attend in-person and virtual recruiting events at local schools and colleges. Engage with potential candidates about the positions and provide information on the application and interview process.
  - Review incoming applications/resumes for skills and experience. Recommend candidates for review to hiring manager as needed.
  - Schedule interviews with shortlisted candidates. Meet candidates upon arrival and perform preliminary interview as needed.
  - Review interview feedback and work with hiring manager and Senior HR Rep to make offers to selected candidates.
- Assist Senior HR Representative with new hire pre-employment engagement process.
- Update HRIS system with new hire employment details as needed.
- Assisting with new hire Orientation programs including:
  - Preparation of orientation materials
  - Assist during the orientation events by verifying I9 documents and assisting with other onboarding activities such as time clock enrollment and badging.
- Preparing and sending of rejection letters or emails to candidates.
- Assist with the planning and execution of employee events.
- Respond to general inquiries regarding HR policies, company training opportunities, benefits, and other HR-related matters.
- Other duties as assigned.

*Other:*

- Function as back-up to Sr. HRIS & Benefits Specialist and Sr. HR Representative for benefits, recruiting and HRIS administration.
- Assist with other special tasks and projects, as needed.
- Assist employees with Dayforce questions as needed.
- Function as back-up to Sr HR Assistant.
- Assist with department coverage for covid-related incident reporting, as needed.
- Assist with special projects and other duties, as needed.

**POSITION QUALIFICATIONS**

- A minimum of 2 years work experience in an HR generalist role. Experience with HRIS systems preferred.
- An Associates or Bachelor's Degree in a related field strongly preferred.
- Knowledge of general human resources practices and principles.
- Strong computer/technology proficiency and database utilization and management skills. Ceridian Dayforce experience preferred. Experience working with HR databases, involving data input, data maintenance and data retrieval.
- Strong organization skills; must be extremely detail-oriented. Attention to detail is critical for success in this role.
- Excellent communication, interpersonal and customer service skills to deal tactfully with employees, providers, and vendors. Must be service oriented with the desire and ability to provide a high level of service to employees in a professional and courteous manner.

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- Must have good judgment and discretion for handling confidential information.
- Must be able to work effectively in a fast-paced office environment with frequent interruptions.
- Demonstrated time management skills to meet multiple deadlines.
- Excellent administrative skills (database entry and management, record keeping, etc).
- Available to work flexible hours and/or some evenings as needed.
- Bilingual (Spanish/English) strongly preferred

Space Center Houston is an equal opportunity employer. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

Space Center Houston offers a competitive salary and benefits package.

**To apply:** Submit resume and cover letter online at [www.spacecenter.org/careers](http://www.spacecenter.org/careers). For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at [www.spacecenter.org/careers](http://www.spacecenter.org/careers).