

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

Grand Chapter

VACANCY ANNOUNCEMENT

TITLE: Assistant, Human Resources

OPENING DATE: November 14, 2016

DEPARTMENT: Executive Office

CLOSING DATE: Open Until Filled

WORKSITE: 1707 New Hampshire Ave., N.W.
Washington, DC 20009

NO. OF VACANCIES: One (1)

SCHEDULED HOURS: 40 hours/week, Full-time

FLSA CLASSIFICATION: Non-Exempt

SALARY: Commensurate with experience, plus benefits

POSITION PURPOSE AND SUMMARY

Supports human resources processes by providing administrative support with recruitment efforts, conducting competency interviews; maintaining records and information and preparing training materials. The Assistant must be able to adhere to established policies and procedures in an objective manner and maintain strict confidentiality of all Human Resources data and information.

ESSENTIAL FUNCTIONS:

1. Provides administrative support with recruitment efforts
 - a. Schedules interviews and appointments.
 - b. Prepares interview folders, and new hire/orientation packets
 - c. Sends acknowledgment communications to all job seekers
 - d. Prepares and sends interview invitations
 - e. Calls candidates to invite them to interviews
 - f. Posts positions
 - g. Formats job descriptions into vacancy announcement
 - h. Provide and report weekly recruitment metrics
2. Conducts competency interviews
3. Provides employee records support; shifts present employee records to different format
4. Types forms and provides creative support for HR intranet page
5. Faxes all benefit forms
6. Participate in New Employee Orientation process
7. Provide support to the ADA Special Advisory Council
8. Contributes to Human Resources effort by accomplishing related results as needed.
9. Be responsible for tracking the leave times for the National Headquarters Staff.

REQUIRED QUALIFICATIONS:

1. Bachelors' Degree or some college with strong administrative experience
2. **Membership in Delta Sigma Theta Sorority, Incorporated.**
3. Clerical, typing/keyboard, and computer skills are necessary and must be familiar with various software applications such as Microsoft Word; Excel knowledge preferred
4. Able to work independently with minimal supervision.
5. Self-motivated; demonstrates initiative; multi-task; must be flexible in carrying out the varied assignments.
6. Proven excellent verbal and written communication skills
7. Familiar with social media – Linked In, Twitter, Facebook

To apply for this position, indicate the title of the position and submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that states specifically your salary requirements.

Delta Sigma Theta Sorority, Inc.
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Washington, DC 20009
Attn: HR Manager
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