KU Endowment, Lawrence, Kansas, is recruiting for a full-time Human Resources Associate, Recruitment and Benefits. (This position may be filled at the Senior Associate level dependent upon the successful candidate's experience and qualifications.)

This non-exempt position is responsible for coordinating recruitment activity for non-fundraising positions; new employee orientation; benefit renewal and open enrollment. The HR Associate will assist with various human resource functions, and help to communicate policies/procedures, laws, and government regulations to employees and supervisors.

QUALIFICATIONS

Requires high school diploma and five years of applicable work experience. Bachelor’s degree and previous experience in HR especially recruitment activities preferred. A high level of interpersonal skills is essential as is a demonstrated ability to handle sensitive and confidential situations and documents. Key attributes: Ability to communicate effectively both orally and in writing and conduct daily duties in a professional manner; ability to organize, plan, and set priorities with minimal supervision and participate as part of a team; ability to identify and resolve problems in a timely manner; ability to manage competing demands and changes in the work environment and deal with unexpected events. Attention to detail and the ability to exercise good judgment in making decisions is required.

ABOUT KU ENDOWMENT

KU Endowment is a nonprofit 501(c)(3) tax-exempt organization, separate from the university and the State of Kansas, and it serves as the official fundraising foundation for the University of Kansas. KU Endowment partners with donors in providing philanthropic support to build a greater KU. Established in 1891, KU Endowment is America’s first foundation for a public university. About 170 staff and 60 KU students carry out KU Endowment’s daily work. We embrace our responsibility to inspire philanthropy for KU, and we are committed to following the highest standards of service and ethical conduct when it comes to managing donors’ gifts for the benefit of the university.

SALARY AND BENEFITS

KU Endowment offers a competitive salary with an excellent benefit package including: 401(k) and Roth 401(k) matching program; pension plan; health, dental, and vision insurance; Section 125 flexible benefits; paid holidays, personal and sick leave; paid Parental Leave; Life, AD&D, short- and long-term disability insurance; KU tuition reimbursement; and free parking.

ADDITIONAL INFORMATION & APPLICATION INSTRUCTIONS For a complete description of job responsibilities and qualifications, please go to our website: <https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.kuendowment.org%2fcareers&c=E,1,xFm_qzOx_EBcXcvs7ayKrxYzrsmcL2wgpL7cN3vvKn7Q6a6MwiefyjH7UO2HNh1NsWh1MHSm874nssqAXMHHlFx-j0oznRW_QYMoONMDXjI,&typo=1> and click on "Open Positions".

Please apply online at KU Endowment's career page, and attach your resume and a cover letter.

Review of applications begins immediately and continues until the position is filled. Because of the sensitive nature of KU Endowment business and the importance of our reputation with donors, KU Endowment conducts a comprehensive review of applicants. By submitting your application, you authorize us to conduct reference checks and a review of available public information. Employment is contingent upon background and reference checks that KU Endowment finds acceptable.