



Job Title: HR Administrative Specialist (Part-Time, Entry-Level)
ATA Department: Administration
Supervisor: HR Director

Overview of Company:

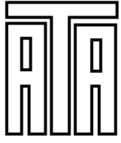
Academic Travel Abroad, Inc. was formed in 1950 to assist colleges, universities, museums and other cultural institutions, and professional organizations in the creation and operation of educational group travel programs for their memberships and patrons. Today ATA, a leader in cultural and educational group travel, operates unique travel programs throughout the world. In the last five years, ATA has strategically entered the market of patron tours by providing highly-customized, up-scale group tours for cultural, political and professional organizations to use as fundraising tools with their major donors and boards of directors. ATA has a staff of over 60 in the U.S. involved in all phases of travel: tour design, land operations, travel services, airline sales, and marketing.

ATA also has two subsidiary divisions which include offices around the world. CET Academic Programs is well known for its innovations in the field of study abroad. Its programs— now based at multiple centers in Asia, Europe and the Middle East —specialize in integrating students into the society in which they are living. Professionals Abroad works with top U.S. and international professional associations to facilitate professional exchange between counterparts around the globe.

Overview of Position:

The HR Admin Specialist will support the HR Director by handling a variety of administrative tasks that are associated with the Human Resources function at ATA/CET. The HRAS will be responsible for performing such duties in a timely and accurate manner through the use of MS Word and MS Excel, as well as a variety of task-specific software programs and online vendor interfaces.

This is a junior, entry-level position that will be based out of our Washington, DC office. The HRAS will have set in-office hours ranging from 25-30 per week. Benefits will be determined by the set schedule.



Duties and Responsibilities: (not necessarily in order of percentage of work time):

Benefits Providers Data Interface

(CIGNA, CareFirst, MetLife, Lincoln, Ceridian, AFLAC, IATAN, EAP & American Funds)

- Maintain and distribute electronic and printed forms for staff.
- Review applications for new enrollments. As needed, obtain missing information and/or clarify unclear information from staff before submitting to provider.
- Cancel coverage for exiting staff.
- Follow up with benefits providers to confirm that the requested enrollments, cancellations or other changes have been completed correctly.
- Keep accurate and up-to-date enrollment spreadsheets/rosters for usage in invoicing, payroll, contract review and budget/cost estimates.

Payroll Data

- Process state tax updates with ADP. Verify that those changes have been completed.
- Keep state tax spreadsheet up-to-date with most current information.
- Reconcile quarterly statements to master tax spreadsheet. Advise HR Director of differences.
- Review incoming payroll information for accuracy and obtain missing data.

Staff Data

- Enter a myriad of data into the Org Chart spreadsheet.
- Keep benefits providers current with updates in staff information.
- Update internal staff information via ATA Staff Contacts, Staff Bios, Phone Directory and other items such as office nameplates.
- Track training/development items - performance reviews, job descriptions & training materials.
- Prepare and maintain the printed personnel files, including various forms for payroll, benefits and government entities (ex. I-9).

General Administrative Items

- Provide data entry for job postings on external recruitment websites.
- Records and distributes staff meeting minutes.
- Post updates to PIW - changing employee information and recording items such as training, travel & awards.
- Assist with more administrative aspects of special HR projects (ex. formatting Emergency Handbook).
- Distribute materials to staff (ex. mailing pay stubs, 401k notices, benefits books etc.).
- Prepare data for the annual workers comp audit.
- Handle rollover operator calls.
- Perform various other duties as assigned by the HR Director.



Additional Duties

Note: These items may or may not be added to the list of duties to be performed after HRAS has been fully trained in the new position.

- Send reminders to staff when they perform various HR tasks (submit forms, use their FSA benefits, renew their IATAN membership, etc.)
- Review monthly benefits invoices, including the more-detailed Lincoln reconciliation.
- Reconcile PTO Leave.
- Handle SmartBenefits orders.
- Enter data into the payroll system.

Qualifications

- Excellent MS Office 2007 or 2010 skills (Word, Excel & Outlook)
- Detail-oriented
- Well organized
- Very reliable
- Able to learn and apply big picture concepts about HR laws, benefits, contracts and payroll/tax requirements when reviewing and recording data
- Willingness to be objective and to maintain confidentiality

Application Process

This is a new position so applications will be received on an ongoing basis until the HRAS is hired. Applicants should submit the follow items via e-mail to rome@academic-travel.com.

- Cover letter, explaining your interest in the position and how you have demonstrated the skills required
- Resume
- Salary history

Qualified applicants may be contacted for additional information and/or an initial phone screen and will be provided with more information about salary and benefits at this time. General benefits information can be found at: <http://academic-travel.net/employment-with-academic-travel-abroad/>. Please note that these benefits will be adjusted based on the hours worked for regular, part-time status.

Due to the confidential nature of the data utilized in this position, the completion of successful a background check is required for the HRAS position.