



Position Title: HR Administrative Assistant

Department: Administration

Reports to: Director of People & Culture

The Challenge

Morris Animal Foundation is looking for a highly skilled Administrative Assistant to support the People & Culture department with superior organizational skills, knowledge of HR best practices and a strong work ethic. As the Foundation continues to grow, the needs of our department continue to evolve as we seek to make our workplace one that will sustain and support our employees in their job performance, professional growth, personal and family needs as well as promote the goals and objectives of the Foundation.

About Morris Animal Foundation

Established in 1948, Morris Animal Foundation is dedicated to improving and protecting the health of animals through scientific innovation, education and inspiration. Our investment in research has yielded life-saving vaccines, new treatments for critical diseases, superior screening tests, and advanced diagnostic tools. We respond to emerging animal health threats that endanger entire species and make new discoveries in basic animal biology to support applied research. With every study we fund - more than 2,780 to date - we strive to advance the science of veterinary medicine, honoring the founding principles of Dr. Mark L. Morris Sr. to benefit animals worldwide.

Golden Retriever Lifetime Study

The Golden Retriever Lifetime Study is one of the largest, most comprehensive prospective canine health studies in the United States. The Study's purpose is to identify the nutritional, environmental, lifestyle and genetic risk factors for cancer and other diseases in dogs. Each year, with the help of veterinarians and dog owners, the Foundation collects health, environmental and behavioral data on 3,000+ enrolled golden retrievers.

The Opportunity

This is an exciting role for a "people person" who thrives in the details and helping others. You will assist in hiring top talent, new employee onboarding, ensuring employee pay and benefits are accurate and supporting the Foundation's Core Values. This is a highly interactive role that will work closely with other members of the People & Culture Department (PCD) and Administration team to support a multitude of administrative needs. This team member will also lead the Foundation's Workplace Committee, guiding staff engagement activities and recognition to support a culture of connection and collaboration.

The Team

You will be part of the People & Culture Department (PCD) within the larger Administration team. The PCD focuses on supporting the employees of the Foundation, acting as a resource for employee needs as they pertain to health benefits, retirement savings, interpersonal communication and interpersonal relationships. Above all, the People & Culture Department is



dedicated to the Core Values of the Foundation and always looks out for the best interest of the Foundation and its mission.

The Skill Set

- 2+ years' experience in a human resources role or similar educational background
- Strong ethical character and demonstrated dedication to professionalism and confidentiality
- Extremely detail oriented and organized
- The ability to be positive in adverse situations
- Strong business etiquette skills
- Outstanding verbal and written communication skills
- Excellent knowledge of Microsoft Excel and Outlook
- Passion for a positive culture and supporting employees

Within three months, you will:

Complete an extensive virtual onboarding plan to learn about Morris Animal Foundation, its mission, Core Values, departments, policies and procedures.

Learn to navigate the Foundation's phone system ensuring all calls are directed to the appropriate party and general inquiries are resolved.

Take ownership of hiring tasks such as posting jobs on job boards that will attract a wide pool of diverse candidates, sorting resumes according to needed skills, working with hiring managers to schedule interviews, and timely and respectful communication with candidates throughout the process.

Within six months, you will:

Take over guidance and responsibility for the Workplace Committee (WPC), working with current WPC members to engage and support connection through group activities and the Foundation's Core Values.

Be trained as the Foundation's back-up payroll guru, fully confident in your ability to accurately process payroll, troubleshoot tax and benefit issues and guide employees in the Paylocity portal.

Assist in designing the Foundation's remote work procedures and policies, especially as they pertain to state taxes, employment law and equity best practices.

Within one year, you will:

Contribute to and help design a comprehensive manager onboarding and training program and yearly calendar of events.

Actively manage and contribute to an onboarding program that promotes retention, employee resources for success and Foundation Core Values.

Efficiently assist members of the Leadership team in relation to administrative tasks such as but not limited to scheduling, expense reports and correspondence.

Position Requirements:



- Staff Morris Animal Foundation's front desk when the Foundation returns to a hybrid in-person work environment
- Adhere to the Foundation's safety policies and procedures and encourage others to do the same
- Participate in building a culture of accountability, performance and trust
- Promote and adhere to Foundation Core Values: Respect, Excellence, Compassion, Collaboration, Innovation and Determination

Additional Desired Qualifications:

- Knowledge of payroll provider software, Paylocity.
- Knowledge of employment and labor laws.

Benefits

Morris Animal Foundation offers competitive pay with ample growth and professional development opportunities for its employees. A full benefits package includes paid employee health, dental, vision, LTD, life insurance and a matched 403b retirement account. Employees are given a lifestyle and fitness reimbursement, work from home equipment reimbursements and paid sick and parental leave. Come be a part of a compassionate and collaborative organization that is bursting with pride for its mission!

Hiring Salary Range: \$43,400-54,300

Position Specifications: Full-time, exempt position.

How to Apply

Please email your resume, cover letter and salary requirements in a Word document or PDF, labeled with your complete name to Erin Gillette at egillette@morrisanimalfoundation.org. Please list **HR**

Administrative Assistant in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**

Our Core Values

Respect - We act with integrity and are accountable to the needs of others and respectful of their time, expertise and opinions. We listen and communicate thoughtfully, directly and openly, always assuming good intent. We are inclusive and value diversity.



Excellence – We advance animal health by funding only research that meets the highest scientific standards. We are committed to ensuring the best use of donor funds and Foundation resources to benefit animals everywhere.

Compassion - We care deeply about animals and the people who care for them. It is our responsibility and an honor to improve animal health.

Collaboration – We actively partner, creatively work together and freely share ideas to advance the science of animal health and grow our impact. We nurture, grow and educate the animal health community that shares our passion. Together we can do more.

Innovation – At our core, we value proven science but also seek creative solutions to meet the growing challenges of animal health in a changing global ecosystem. Based on what we learn, we constantly evolve to achieve our mission.

Determination - We are driven by our mission and seek answers with relentless pursuit. Using science as our compass, we develop pathways to animal health solutions. So long as animals face health concerns, we will continue to find answers.