

# VIRGINIA MUSEUM OF HISTORY & CULTURE

## Position Description

Updated August 1, 2025

<b>Title:</b>	Employee Services Associate (HR Associate)
<b>Division:</b>	Administration
<b>Reports to:</b>	Vice President for People & Culture
<b>Position Status:</b>	Part-time; Non-Exempt
<b>Pay Rate:</b>	\$18.00/hour

### Position Summary:

The Virginia Museum of History & Culture (VMHC) is currently seeking a part-time Employee Services Associate to become a vital member of the Administration team under the direction of the Vice President for People & Culture. The Employee Services Associate works approximately 24 hours per week and is responsible for providing human resources support to all VMHC employees and interns, to include performing clerical and administrative tasks in accordance with federal, state, and company regulations, management of the human resources information systems (HRIS), maintenance of employee records, and assisting the Vice President for People & Culture with the administration of payroll, benefits, recruitment, and onboarding.

### Duties & Responsibilities:

- Address employee inquiries and facilitate access to organizational resources.
- Prepare, manage, and maintain accurate and confidential employee data, files, and required paperwork.
- Manage and ensure accurate data for the HRIS by updating employee information, posting notices, creating employee accounts, and resetting passwords.
- Payroll and Benefits Administration:
  - Process employee timecards, leave, earnings, and deductions for payroll.
  - Manage post-payroll duties to include reviewing and uploading applicable reports and preparing journal entries.
  - Process benefits enrollments for new hires and open enrollment, to include updates to employee coverage, to ensure accurate enrollments and proper deductions.
  - Reconcile benefits invoices and submit to the Finance department for payment.
  - Process 401(k) retirement plan enrollments and changes.
  - Serve as the point of contact for payroll- and benefits-related inquiries.
- Recruitment Administration:
  - Manage the recruitment platform by creating and updating hiring manager access.
  - Post jobs to internal and external job boards. Analyze posting data to identify trends and opportunities for process improvement.
  - Serve as point of contact for applicant inquiries.
- Initiate background checks and onboarding for new hires. Create and update new hire documents to include offer letters, policy notifications, and other related information.
- Perform other duties as assigned.

**Knowledge, Skills & Abilities Necessary:**

- Knowledge of HR practices and employment laws to ensure compliance.
- Proficiency with relevant software systems and hardware. Proficiency with Microsoft 365 or related software is required.
- Strong customer service and interpersonal skills.
- Strong verbal and written communication skills. Ability to communicate professionally and effectively within all levels of the organization, and with contractors and other stakeholders.
- Ability to create and maintain trust-based relationships within the organization.
- Strong organizational, time management, and problem-solving skills. Ability to prioritize tasks.

**Education & Experience Requirements:**

- Bachelor's degree in human resources, business, or related field preferred
- Two years related experience required
- SHRM or HRCI credential a plus

**Application:**

If interested in this job opportunity, please apply and upload your cover letter and resume to [https://virginiahistory.isolvedhire.com/jobsearch/?job\\_board\\_classification=Job\\_Opportunities](https://virginiahistory.isolvedhire.com/jobsearch/?job_board_classification=Job_Opportunities).

The Virginia Museum of History & Culture is owned and operated by the Virginia Historical Society — a private, non-profit organization established in 1831. The historical society is the oldest cultural organization in Virginia, and one of the oldest and most distinguished history organizations in the nation. For use in its state history museum and its renowned research library, the historical society cares for a collection of nearly nine million items representing the ever-evolving story of Virginia.

The Virginia Historical Society is an Equal Opportunity Employer.