CORPORATE

011903  (First Posted: 5/20/2016)
POSITION:  Director / Manager, Talent Acquisition
EMPLOYER:  Prolifics, Inc.
LOCATION:  Orlando, FL
DUTIES:  Expectations: Create an environment that inspires commitment and performance. Provide hands-on leadership/training. Coach a diverse leadership team. Support global operations. Drive results while leveraging impact. Assist with recruitment, including executive role. About US: For over 36 years Prolifics provides end-to-end services and has garnered several awards for technical excellence. Benefits: For more information on our benefits please visit prolifics.com/benefits.
QUALIFICATIONS:  Bachelors or masters degree plus 15+ years in HR and Talent Management role. Experience leading Talent Acquisition in a corporate environment at a large group or division-level. Demonstrated experience attracting strong players, knows how to leverage range of levers to meet current and forecasted demand. Understands best practice, and knows how and when to leverage; gets what “good” HR is. Knowledge of Information Technology with the domains. Experience improving and leveraging company brand to improve quality of candidate funnel. Demonstrated passion for excellence; leverages metrics to optimize performance/delivery.
SALARY:  Commensurate with experience.
CONTACT:  Please send resumes to Wes.Lackemacher@prolifics.com.

011906  (First Posted: 5/27/2016)
POSITION:  Human Resources Manager
EMPLOYER:  CamberView Partners
LOCATION:  San Francisco, CA
DUTIES:  Act as the firm’s HR leader with HR generalist responsibilities including all aspects of the talent & leadership development process. Support managers in maintaining HR best practices, & identifying areas of potential improvement. Run a robust recruiting process including on-boarding & training. Assist with mid-year reviews and promotions. Manage the relationship with our benefits provider & maintain the policies & procedures. Administer & manage the talent management system, & facilitate other related processes. Produce & maintain dashboard reports to track staffing budgets, hiring schedules & other key data, as required. Manage the firm’s internal communication function. Support the COO & the firm’s Operating Committee on HR-related projects & deliverables, as needed.
QUALIFICATIONS:  Three to seven years of work experience with at least 3 years in a HR role with working knowledge of HR best practices. Entrepreneurial team player with strong communication, interpersonal & presentation skills who can multitask. Excellent judgment & creative problem solving skills willing to do what it takes in the firm, from high-end professional work to value-added administrative tasks with a high degree of professional ethics & integrity.
SALARY:  Commensurate with Experience
CONTACT:  Email resume and cover letter to: hrreq@camberview.com.
011907  (First Posted: 6/3/2016)
POSITION: Human Resource Manager
EMPLOYER: Manufacturing Solutions Inc.
LOCATION: Morrisville, VT
DUTIES: At MSI the Human Resource Manager is directly responsible for the overall administration, coordination and evaluation of Human Resource functions within the company. Their role is as a business partner advising, supporting and providing strategies for the advancement of the company’s vision and goals while supporting employee and staffing needs. If you have a passion for Human Resources and want to grow with a dynamic company we want to hear from you.
QUALIFICATIONS: Candidates will need a minimum of five years or more human resource experience, a demonstrated ability in strategic thinking, ethical conduct, sound decision making and execution, ability to be a proven ‘change agent’ and maintain confidentiality; previous supervisory experience; PHR/SPHR certification (preferable) or comparable Human Resource legal training; experienced in Microsoft Office Suite; BA or the equivalent in business experience.
SALARY: Commensurate with experience
CONTACT: Please apply online at: http://www.msvt.com/application.php or, e-mail kerryw@msivt.com. You may also apply in person at 153 Stafford Ave., Morrisville, Vermont 05661

011908  (First Posted: 6/3/2016)
POSITION: Recruiter (Associate)
EMPLOYER: AlphaSights
LOCATION: New York, NY
DUTIES: At AlphaSights, our people are our greatest assets and integral to the service we provide. As a Recruiter in our New York office, you will develop creative and innovative strategies to identify and engage world-class talent, guide candidates through our pipeline and drive growth. Our most successful people embrace a ‘whatever-it-takes’ mantra and relish the opportunity to roll up their sleeves to achieve team goals. We are looking for an experienced, confident Recruiter who enjoys tackling challenges, has an interest in human capital and is looking to make a lasting impact on our fast-growing organization.
QUALIFICATIONS: Proven academic excellence (evidenced by Bachelor’s or higher degree), one to three years of experience in recruiting, ability to multitask and prioritize in a fast-paced environment, strong communication skills, excellent attention to detail, dependability and interest in working in team-oriented environment.
SALARY: Commensurate with experience
CONTACT: Learn more and apply by visiting our website: https://www.alphasights.com/careers/jobs/211-recruiter

011909  (First Posted: 6/3/2016)
POSITION: People Ops Manager
EMPLOYER: SeedInvest
LOCATION: New York, NY
DUTIES: SeedInvest is seeking a People Ops Manager to join our team in New York City who can help build our rapidly growing company. SeedInvest is a fund and equity crowdfunding platform that streamlines fundraising in order to help entrepreneurs spend less time fundraising. We recently raised a Series B. You will be our first HR hire. You will serve as a strategic advisor to the founders regarding talent strategies, developing and executing plans for growth, turnover, and recruitment. You will also manage and coordinate the end-to-end recruiting process from sourcing to extending offers. You will also be entrusted with overseeing the onboarding and new hire experiences across the company, ensuring our people practices are compliant, and administrating payroll, benefits, and office needs.
QUALIFICATIONS: Bachelors degree. Previous start-up experience preferred. If no start-up experience, must have worked at tech companies or management consulting firm with focus on HR consulting. 2+ years of full-cycle recruiting or sourcing experience, with some technical recruiting experience a plus. Excellent written and verbal communication skills required.
SALARY: $60,000-80,000 + up to 0.15% in equity
CONTACT: Apply on http://seedinvest.applytojob.com/apply/UmrV6d/People-Ops-Manager
011912 (First Posted: 6/10/2016)
POSITION: Human Resources EEO Analyst
EMPLOYER: Emerson
LOCATION: St. Louis, MO
DUTIES: Prepare federal Affirmative Action Plans, statistical compensation analyses, EEO-1 and VETS-4212 filings, adverse impact analyses, validation studies, and other statistical analyses related to EEO and diversity. Identify, research, and resolve data irregularities. Organize and maintain electronic data. Import data into Affirmative Action software and prepare reports. Develop project plans, manage deadlines, and ensure project steps are completed and progress in a timely fashion. Research and recommend diversity outreach strategies. Provide support during U.S. DOL-OFCCP audits. Partner with HRIS to improve underlying systems for completeness and accuracy. Prepare and deliver Affirmative Action training.
QUALIFICATIONS: One to four of experience, education or internship directly related to federal AAP compliance preferred. Proficiency with MS Office, particularly in Excel. Experience with MS Access, SPSS, SAS, or R preferred. Conceptual understanding of EEO statistical methods and interpretation of statistical data including, t-test, Fisher's Exact Test, correlation, multiple regression analysis. Experience with Berkshire BALANCEaap. Working knowledge of federal EEO laws including EO 11246, Title VII, ADA, UGESP, EPA.
SALARY: Commensurate with experience
CONTACT: Go to https://emerson.taleo.net/careersection/ex/jobsearch.ftl?lang=en
Put in Job Number 16002173.
Create Profile in Oracle Recruit, Submit Resume to Job

LEGAL

011901 (First Posted: 5/20/2016)
POSITION: Paralegal, Employment Law
EMPLOYER: Orrick, Herrington & Sutcliffe LLP
LOCATION: New York, NY
DUTIES: Representative duties include: research and investigation; organizing and compiling relevant data and materials; reviewing, analyzing and summarizing documents; drafting memos, correspondence and legal documents; cite-checking and fact-checking legal documents; assisting with court filings and e-filings; and communicating with attorneys and clients regarding factual and organizational issues. This position will provide assistance to others in all aspects of employment litigation matters, focusing primarily on the organization and indexing of case materials.
QUALIFICATIONS: Bachelor's degree is required, and a paralegal certificate from an ABA-approved training program is preferable. Knowledge of the procedures, terminology and documents relating to complex employment matters particularly in the area of State and Federal Court filings. Strong organizational skills, interpersonal skills and attention to detail. Excellent analytical skills and communication skills, both written and oral. Proficiency in the use of Microsoft Office software, LEXIS, Westlaw etc.
SALARY: Commensurate with experience.
CONTACT: To submit your resume and cover letter for this position, please visit our Paralegal and Professional Staff listing at www.orrick.com/careers/.
011904  (First Posted: 5/27/2016)
POSITION: Union Organizer -in-Training Higher Education Campaign
EMPLOYER: Service Employee International Union
LOCATION: St. Louis, MO
DUTIES: The SEIU Organizer-in-Training (OIT) Program is a twelve month training program. As an Organizer-in-Training with the SEIU, you will be assigned to organizing campaigns, trained on the fundamentals of union organizing and will have the opportunity to learn the skills needed to help workers build power in the workplace.
Key Responsibilities:
Conducting broad and intensive outreach efforts to non-union workers. Building one-on-one relationships with workers. Identifying, recruiting and developing worker leaders. Conducting individual and group meetings with workers to move organizing campaigns forward. Engaging, motivating and mobilizing workers to take action. Planning and carrying out actions and events to support worker organizing efforts
QUALIFICATIONS: Demonstrated commitment to social & economic justice. Excellent listening, oral & written communication skills. Basic computer literacy, ability to learn the organization’s technology tools. Ability to work independently and with a team. Willingness to conduct work site & home visits. Strong planning, time-management & problem-solving skills.
Willingness to work w/ people from diverse cultures Valid U.S driver's license, auto insurance & vehicle Ability to work long irregular hours.
SALARY: Salary is $38,764/annual and benefits include fully employer-paid health benefits package, $570/month car allowance, $60/month cell phone allowance, and other benefits outlined in the policies of SEIU and the staff union contract.
CONTACT: Apply online here: https://careers-seiu.icims.com/jobs/2183/union-organizer-in--training--higher-education--campaign/job
A cover letter is required for all applications.

011905  (First Posted: 5/27/2016)
POSITION: Union Organizer -in-Training Higher Education Campaign
EMPLOYER: Service Employee International Union
LOCATION: Tampa - St. Petersburg, FL
DUTIES: The SEIU Organizer-in-Training (OIT) Program is a twelve month training program. As an Organizer-in-Training with the SEIU, you will be assigned to organizing campaigns, trained on the fundamentals of union organizing and will have the opportunity to learn the skills needed to help workers build power in the workplace.
Key Responsibilities:
Conducting broad and intensive outreach efforts to non-union workers. Building one-on-one relationships with workers. Identifying, recruiting and developing worker leaders. Conducting individual and group meetings with workers to move organizing campaigns forward. Engaging, motivating and mobilizing workers to take action. Planning and carrying out actions and events to support worker organizing efforts
QUALIFICATIONS: Demonstrated commitment to social & economic justice. Excellent listening, oral & written communication skills. Basic computer literacy, ability to learn the organization’s technology tools. Ability to work independently and with a team. Willingness to conduct work site & home visits. Strong planning, time-management & problem-solving skills.
Willingness to work w/ people from diverse cultures Valid U.S driver's license, auto insurance & vehicle Ability to work long irregular hours.
SALARY: Salary is $38,764/annual and benefits include fully employer-paid health benefits package, $570/month car allowance, $60/month cell phone allowance, and other benefits outlined in the policies of SEIU and the staff union contract.
CONTACT: Apply online here: https://careers-seiu.icims.com/jobs/2167/union-organizer-in--training--higher-education--campaign/job
A cover letter is required for all applications.
POSITION: Union Organizer-in-Training  
EMPLOYER: SEIU International  
LOCATION: Pittsburgh, PA  
DUTIES: We are seeking energetic and passionate individuals interested in starting social justice careers in labor organizing. The SEIU Organizer-in-Training (OIT) Program is a twelve-month training program. As an Organizer-in-Training with the SEIU, you will be assigned to organizing campaigns, trained on the fundamentals of union organizing and will have the opportunity to learn the skills needed to help workers build power in the workplace.

Key Responsibilities:
- Conducting broad and intensive outreach efforts to non-union workers. Building one-on-one relationships with workers.
- Identifying, recruiting and developing worker leaders. Conducting individual and group meetings with workers to move organizing campaigns forward.

QUALIFICATIONS: Required Qualifications:
- Demonstrated commitment to social and economic justice. Ability and willingness to work long and irregular hours, including nights and weekends. Excellent listening, oral and written communication skills.
- Basic computer literacy and ability to learn the organization's technology tools.
- Ability to work independently as well as with a team. SEIU is an Equal Opportunity Employer

Apply Here: http://www.Click2apply.net/txcfmxc6

SALARY: $38,764/Yearly Salary

CONTACT:

POSITION: Organizer In Training  
EMPLOYER: Service Employee International Union  
LOCATION: Pittsburgh, PA  
DUTIES: The SEIU Organizer-in-Training (OIT) Program is a twelve-month training program. As an Organizer-in-Training with the SEIU, you will be assigned to organizing campaigns, trained on the fundamentals of union organizing and will have the opportunity to learn the skills needed to help workers build power in the workplace.

Key Responsibilities:
- Conducting broad and intensive outreach efforts to non-union workers. Building one-on-one relationships with workers. Identifying, recruiting and developing worker leaders. Conducting individual and group meetings with workers to move organizing campaigns forward.
- Engaging, motivating and mobilizing workers to take action. Planning and carrying out actions and events to support worker organizing efforts

QUALIFICATIONS: 
- Demonstrated commitment to social & economic justice. Excellent listening, oral & written communication skills. Basic computer literacy, ability to learn the organizations technology tools. Ability to work independently & with a team.
- Willingness to conduct work site & home visits. Strong planning, time-management & problem-solving skills. Willingness to work w/ people from diverse cultures.
- Valid U.S driver's license, auto insurance & vehicle. Ability to work long irregular hours.

SALARY: $38,764/annual and benefits include fully employer-paid health benefits package, $570/month car allowance, $60/month cell phone allowance, and other benefits outlined in the policies of SEIU and the staff union contract.

CONTACT: Apply online here: https://careers-seiu.icims.com/jobs/2164/union-organizer-in--training/job

A cover letter is required for all applications.
011914 (First Posted: 6/10/2016)
POSITION: Union Organizer In Training
EMPLOYER: Service Employee International Union
LOCATION: Tampa, FL
DUTIES: The SEIU Organizer-in-Training (OIT) Program is a twelve-month training program. As an Organizer-in-Training with the SEIU, you will be assigned to organizing campaigns, trained on the fundamentals of union organizing and will have the opportunity to learn the skills needed to help workers build power in the workplace.
Key Responsibilities:
Conducting broad and intensive outreach efforts to non-union workers.
Building one-on-one relationships with workers. Identifying, recruiting and developing worker leaders. Conducting individual and group meetings with workers to move organizing campaigns forward.
Engaging, motivating and mobilizing workers to take action. Planning and carrying out actions and events to support worker organizing efforts
QUALIFICATIONS: Demonstrated commitment to social & economic justice. Excellent listening, oral & written communication skills. Basic computer literacy, ability to learn the organizations technology tools. Ability to work independently & with a team. Willingness to conduct work site & home visits. Strong planning, time-management & problem-solving skills.
Willingness to work w/ people from diverse cultures. Valid U.S driver's license, auto insurance & vehicle. Ability to work long irregular hours
SALARY: $38,764
CONTACT: Apply online here: https://careers-seiu.icims.com/jobs/2167/union-organizer-in--training--higher-education--campaign/job
A cover letter is required for all applications.

EDUCATION

011911 (First Posted: 6/10/2016)
POSITION: Vice President, Human Resources
EMPLOYER: The College Board
LOCATION: New York, NY
DUTIES: The College Board is conducting a search for a Vice President, Human Resources who will lead and direct all HR functions at the College Board, a nationally-recognized mission-driven educational organization with approximately 1,500 employees at 15 offices. This is a unique opportunity for an experienced leader to bring vision and innovation to College Board HR while supporting its mission of providing access and opportunity to all students.
The Vice President, HR is a high-stakes position that partners with senior leadership to develop the strategic direction of human resources and ensures all initiatives are aligned with the College Board's mission and business goals.
QUALIFICATIONS: Bachelors degree required, advanced degree preferred, and at least 10 years of relevant HR generalist experience that includes staff management and leadership experience. Demonstrated experience and ability to strategically and tactically evaluate and implement sophisticated HR-related programs and initiatives.
SALARY: Commensurate with experience
CONTACT: Apply Here: http://www.Click2apply.net/897h34y2r2