Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires students furthest from access and opportunity to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background.

Position: Administrative Assistant (Human Resources) Location: San Jose, CA

This position reports directly to the Human Resources and Finance Associate. The Administrative Assistant will perform a variety of skilled administrative and clerical duties directly related to the Human Resources team. This position will play a key role in hiring 400+ seasonal employees to support our summer classes.

Primary Duties and Responsibilities

- Provide administrative support to HR team and COO
- Answer questions that come into HR email and provide requested information
- Assist HR in posting job ads on careers pages and processing received resumes
- Schedule phone screenings and panel interviews with potential candidates and send interview process details to candidates
- Conduct reference checks on potential candidates
- Send rejection letters
- Provide information to employees on policies and procedures
- Perform routine clerical duties such as data entry (e.g., Salesforce)
- Maintain employee databases and process status changes (i.e., maternity leave)
- Prepare and update HR documents (i.e., employment contracts, onboarding guides)
- Prepare and send routine correspondence (i.e., summer offer letters)
- Collect employment documentation from new hires (i.e., i9 forms, harassment training certificates, government-issued ID, etc.)
- Prepare monthly AMEX reports for staff
- Assist payroll department, as needed
- Support HR and Finance Teams in standardizing and automating onboarding processes to support the scaling of SVEF programs
- Be a reliable and supportive team member

Minimum Qualifications
● Excellent written and verbal communication skills
● Capacity to manage several tasks or requests simultaneously
● Ability to maintain composure and professionalism under pressure
● Maturity to handle multiple tasks and confidential issues/material as well as communicate effectively with the Leadership Team and staff
● Works well independently
● Working knowledge of Google Docs, Microsoft Office, virtual meeting software, and Salesforce
● Demonstrated commitment to the mission and core values of SVEF
● Willingness to learn and evidence of a strong work ethic as part of a team
● Experience working in HR/Finance is an asset
● Excellent organization and time-management skills

Currently in-person 3 days per week, remote 2 days per week. Please submit your resume to HR@svefoundation.org.