

Position Announcement, March 30, 2026

**Human Resources Administrator**

Reports to Maria Nazareth, SVP Finance

Grade Minimum (\$70,000) Grade Midpoint (\$87,000) Grade Maximum (\$104,000)

*\*Compensation will be determined based on relevant experience, the annual compensation budget, and the overall pay philosophy and practices of AGB.*

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The Association of Governing Boards of Universities and Colleges (AGB) has a career opportunity for a Human Resources Administrator.

**The Scope**

AGB is committed to fostering an inclusive, collaborative, and supportive workplace environment. We have created this new position to oversee the partnership between AGB and Insperity, Inc. and the vital link between employees and Insperity. We value our employees and believe in providing them with a comprehensive benefits package and a stellar employment experience. We are seeking an experienced and meticulous HR professional known for delivering high-quality work and contributing to a positive employee relations culture. This position will be responsible for coordinating strategic HR functions including recruitment, training, performance, and compensation, while also managing daily administrative processes like payroll and record-keeping.

**The Duties**

*The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the essential duties of the position with or without reasonable accommodation.*

Key responsibilities as liaison with Insperity, Inc (40%)

- Partner and confer with hiring managers to craft and update job descriptions that clearly outline duties and requirements.
- Coordinate recruitment efforts with Insperity, Inc. to attract top-tier candidates, leveraging platforms such as LinkedIn, Monster, and other profession-specific job boards.
- Manage the screening process of resumes, qualified candidate pools, and coordinate interviews and background verifications.
- Manage onboarding processes, ensuring seamless transition for new hires, including equipment ordering and training coordination.
- Oversee the annual performance and merit review process, progressive discipline, and offboarding, exit interviews, and terminations.
- Oversee leave-of-absence processes and maintain accurate tracking.

### Key responsibilities with AGB's CEO and Leadership Team

- Support positive employee relations in all interactions with employees, managers and leaders.
- Schedule regular all-staff meetings, plan staff engagement initiatives, including stay interviews, holiday luncheons, and team outings.
- Plan, curate and deliver training and development initiatives to enhance organizational capability-building.
- Provide administrative support to the Executive Office as needed.

### Benefits Administration (25%)

- Serve as the organizational expert on all employee benefits, including medical, dental, vision, life, disability, commuter benefits, and retirement plans.
- Interpret and maintain compliance with summary plan documents for all benefit offerings.
- Facilitate benefits enrollments for new hires, manage open enrollment, and prepare employee communications regarding benefits updates and changes.
- When necessary, troubleshoot employee benefit issues with Insperity, Inc.
- Conduct regular audits of employee enrollments to maintain and ensure data accuracy.
- Administer benefits changes such as terminations, reinstatements, and billing adjustments.

### Payroll, pension plan, and accounting support (20%)

- Semi-monthly payroll processing, demonstrating expertise in HRIS platforms.
- Reconcile and review vacation (and other) leave balances that are reported on paystubs.
- Provide the payroll administrator/Insperity with timely information for supplemental income/incentives (e.g. bonus, anniversary incentive, etc.) and other payroll adjustments.
- Serve as liaison between AGB and Insperity for state income tax registrations and filings.
- Assist with workers' compensation and state unemployment audits.

### 403b

- Reconcile employee deferrals and employer non-elective contributions to payroll and administer remittance to TIAA.
- Prepare and review the annual census data for submission to TPA (Uniglobal).

### Accounting

- Reconcile carrier invoices monthly, ensuring all adjustments are accurate and timely.
- Monitor and reconcile recurring HR related subscriptions and other expenses.
- Code HR related invoices for payment.
- Audit billing processes, updating salary-based benefits annually (e.g., life insurance, retirement plans, etc.).
- Address discrepancies promptly and maintain compliance with payroll and benefits processes.

### Administrative Excellence (15%)

- Maintain complete, accurate, and compliant personnel records in both physical and electronic formats. Maintains the integrity and confidentiality of human resource files and records.
- Generate routine and custom employee reports to inform data-driven decisions.
- Take on additional duties as required and within scope of this role.

### **The Requirements**

- Bachelor's degree in HR, Business Administration, or a related field; HR certification is a plus.
- A minimum of five (5) years of progressive HR generalist experience, including the areas outlined above.
- Unwavering attention to detail and an innate drive for error-free deliverables.
- Advance knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and HRIS platforms.
- Knowledge of technology tools to enhance efficiency in managing HR accountabilities.
- Strong written and verbal communication skills, with the ability to develop polished, and professional presentations.
- Comprehensive knowledge of labor laws and compliance requirements preferred.
- High emotional intelligence, professional presence, and the ability to handle sensitive matters discreetly.
- Proven ability to prioritize effectively, think critically, and troubleshoot complex problems.
- A commitment to excellence in service delivery and employee support.

### **Equal Opportunity Employer**

AGB is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **The Organization**

At the Association of Governing Boards of Universities and Colleges (AGB), we believe in the power of higher education to transform lives, strengthen inclusive democracy, and support a thriving society. We believe that strong higher education starts with great governing boards. AGB provides advocacy, leading practices, educational resources, expert support, and renowned programs that advance board excellence for 40,000 AGB members from more than 2,000 institutions and foundations. For more than 100 years, AGB has been the trusted authority for board members, chief executives, board professionals, and key administrators on higher education governance and leadership. Learn more at [www.AGB.org](http://www.AGB.org).

**To Apply:**

We don't use machines to read resumes: we do that ourselves. Please take the time to prepare a well-written cover letter that also serves as a writing sample, highlighting your written communication skills.

Interested and qualified candidates should apply. If you are interested in the role and organization and meet most but not all the qualifications listed above, please apply. Indicate in your cover letter the areas where you may not meet the qualifications and your ideas of how to acquire those missing skills. A great cover letter format includes two columns: what the employer requires and information on what you bring as a candidate. This is a suggestion but not required.

If you are interested in joining our great team, please send your cover letter and resume to [MNazareth@agb.org](mailto:MNazareth@agb.org)