



**BOYS & GIRLS CLUB**  
OF DANE COUNTY

**Title:** Human Resource Assistant

**Pay:** \$15 per hour

**Reports To:** Human Resource Manager

**Position Summary:**

The Human Resource assistant is responsible for the administrative support of day-to-day human resource operations. This will include employee recruitment, screening, selection; and assisting with trainings.

**Essential Duties and Responsibilities:**

- Performs a wide range of duties relative to the maintenance and processing of personnel records and reports.
- Interacts with and supplies information to job applicants, employees, department heads and public and private agencies.
- Provides clerical and operational support to Human Resource Manager.
- Set-up all interviews for interesting candidates.
- Coordinates staff trainings.
- Any other necessary duties

**Preferred Qualifications:**

- College Degree or equivalent experience.
- Working knowledge MS Word, Excel and Google docs, the ability to learn and operate other computer systems
- Strong typing/keyboarding skills
- Attention to detail and ability to maintain strict confidentiality
- Open to new ideas and willing to suggest improvements
- Open to feedback and coaching
- Experience working in diverse environments

**How to Apply:**

Please email or mail a cover letter and resume to [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org):

Boys & Girls Club of Dane County

Attn: Human Resources

1818 West Beltline Hwy

Madison, WI 53713