



<b>Position Title</b>	Talent & Culture Assistant (HR, entry-level)
<b>Department</b>	Talent & Culture Team
<b>Status</b>	Full-time, salaried, non-exempt
<b>Supervisor</b>	Talent & Culture Manager

**If you're hired, this is what we'll offer you with a few of our benefit highlights (we won't waste your time, we'll tell you up front)**

ATA is committed to work/life balance and the standard work week here is 36 hours.

- Salary: \$40,000
- 27 days of Personal Time Off, 8 holidays, and 3 volunteer days, all fully paid
- 8 weeks of paid Parental Leave (any parent, birth or adoption)
- 50% 401K match up to the first \$7,400 of an employee's contribution
- Up to \$100 per month in transit or parking benefits matched by ATA
- And of course: medical, dental, vision, LTD, Life, and FSA benefits

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### **Description of the Organization**

Academic Travel Abroad, Inc. is an educational travel provider for some of this country's most prestigious organizations. We believe in celebrating and learning about the diversity of people and cultures through travel and education. Riding the post-war wave of interest in travel to Europe, ATA launched operations in 1950 by assisting universities and cultural institutions in the creation of group travel programs for their members. Today, ATA is a leader in cultural and educational group travel and serves partners such as, Smithsonian Institution, The New York Times, Hearst, Thrillist, Yale Alumni Academy, and the Massachusetts Institute of Technology.

As a business-to-business enterprise, ATA is frequently the "brand behind the brand." However, the company does have two public-facing brands: CET Academic Programs operates study abroad programs for high school, gap year, and college students, and Professionals Abroad organizes delegations that connect professionals through international exchange. Tying together all brands and services are ATA's focus on innovative program design, collaborative approach to partnership, steadfast insistence on quality; diversity, equity and inclusion; and a commitment to environmental sustainability. Every ATA program is designed to change perspectives, deepen understanding, and engage communities, showcasing the stories—both told and untold--of the places and people we visit.



## Description of the Position

The Talent & Culture team strives to assist the business by supporting people operations. You'll champion ATA's culture and help look for people to add to it. You'll partner with managers to build the organization and ensure all people decisions are based on what's best for the business. Whether guiding managers and candidates through the recruiting process, helping a teammate figure out a tricky benefits dilemma or just taking care of people in general, you are single-mindedly focused on putting people first.

As a Talent & Culture Assistant, you help teammates achieve goals. You remove roadblocks and ensure projects and tasks have the support they need to succeed by working closely with your team to deliver outstanding results. The role of a Talent & Culture Assistant is to solve challenges through people-focused solutions.

You'll be an integral part of the Talent & Culture team, so you'll learn about the business to be able to advise on people-related practices. This will require you to think big, use data to inform your recommendations, be comfortable questioning convention, and even redesign processes when they no longer fit. You'll partner with cross-functional teams to execute the strategy for how we hire, onboard, develop, encourage, retain and organize our people operations.

## What you'll do...

- Be a reliable and supportive contact for staff questions and T&C-related issues
- Assist with benefits administration, including managing enrollments, cancellations, and processing invoices
- Support HRIS data management and maintain personnel files for all staff
- Complete employment verifications and agency reporting requests
- Assist with internal staff communications and surveys
- Manage and update DC office processes and procedures
- Communicate with building management to coordinate maintenance and deliveries
- Help coordinate company events including info sessions, new staff orientation, holiday party, philanthropy day, etc.
- Provide general administrative support in the following areas: recruiting, performance management, data analysis, compensation and benefits, recognition programs, office management, and payroll.

## We're looking for...

- Someone that's bright, positive, energetic
- Someone who embraces a spirit of service to others
- Strong interpersonal skills with the ability to strengthen relationships, earn trust, and influence others
- Ability to maintain confidentiality when working with sensitive information
- Detail-oriented with superior organization skills and the ability to analyze data



- Strong time management skills and the ability to manage conflicting priorities
- Ability to take initiative and use good judgement when solving problems and navigating difficult situations
- Great communication skills, written and verbal
- A quick learner who is comfortable with technology; experience with an HRIS system is a plus!
- Someone who is committed to diversity, equity, and inclusion

This job description isn't intended to be all encompassing, but instead, is a sample of the general responsibilities of this position. This position is for employment within the DC metropolitan area. ATA does not sponsor US employment visas.

### **To Apply**

At ATA, we don't just accept difference, we celebrate it. We use our diverse backgrounds and perspectives to our benefit by enriching our stakeholders and ourselves. ATA is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, Veteran status, genetic information or any other protected characteristic under applicable law. If you have a disability or special need that requires accommodation, please let us know.

Qualified candidates should submit the following materials:

- Résumé
- Cover letter

**Application deadline:** We encourage applicants to send their materials as soon as possible and before our final deadline on **April 2, 2021**.

Send application materials via email to [jobs@academic-travel.com](mailto:jobs@academic-travel.com) and include "T&C Assistant" in the subject line. Applications missing any of these components will not be considered. The successful completion of a background check, including three professional/academic references, is required for this position.

To all recruitment agencies, ATA does not accept agency resumes. Please do not forward resumes to our jobs, ATA employees or any other company location. ATA is not responsible for any fees related to unsolicited resumes.