

OPEN POSITION

**Compensation and HRIS Specialist
Human Resources Department**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that is dedicated to advancing research and connecting the diverse global mathematical community through our publications, meetings and conferences, MathSciNet, professional services, advocacy, and awareness programs. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Compensation and HRIS Specialist located in our Providence, RI headquarters. This position provides specialized support to ensure the integrity and optimization of the Human Resources Information System (HRIS) data and performs system analysis/maintenance/data entry, produces analytical reports, aids with help desk service functions and end-user training programs. In addition, this position is responsible for overseeing and administering employee compensation programs. Come and be part of an extraordinary collection of talent who support the Society's extensive activities!

About the role:

- Oversees and maintains optimal function of the HRIS, which may include installation, customization, development, maintenance, and upgrade to applications, systems, and modules
- Provides technical support, troubleshooting, and guidance to HRIS users
- Collaborates with stakeholders to identify system improvements and enhancements; recommends and implements solutions
- In conjunction with the Talent Acquisition and Development Partner, price open positions and equity requests, as well as work with third parties to market price positions to determine appropriate salary ranges
- Partner with supervisors, leaders and other members of the Talent team on compensation changes and compensation-related impacts of organizational changes and events
- Partner to design, maintain, and leverage compensation-related functionality and classifications in the HRIS system
- Participate in salary surveys providing AMS data for survey submission

We encourage you to apply if you have the following:

- Bachelor's degree and/or a minimum of 2 years of applicable experience
- 2-4 years of Human Resources experience with a primary focus in the Compensation or HRIS role; BA or BS degree or equivalent combination of education and experience
- Prior experience with ADP Workforce Now required
- Experience in compensation analysis preferred
- Certification preferred:
 - SHRM Certified Professional (SHRM-CP) or equivalent
 - ADP Workforce Now Human Resources Certificate or comparable certification
- Individual must be very detail oriented with the ability to manage multiple activities simultaneous and to work effectively under strict time constraints while maintaining accuracy
- Must possess the ability to work independently, with minimal supervision, while being a team player
- Ability to maintain strict confidentiality and exercise discretion while dealing with complex and sensitive issues is a must

If this role resonates with you please don't hesitate to apply – we'd love to hear from you.

Come be part of an extraordinary collection of talent who support the Society's extensive activities. Apply today!