



## Cornell University ILR School

ILR Alumni Bulletin  
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### CORPORATE

011932 (First Posted: 08/26/2016)

POSITION: People Operations Manager

EMPLOYER: Indigo

LOCATION: Boston, MA

DUTIES: Advise and assist managers on company policy and procedures, working through challenging matters in a way that is consistent with Indigo's core values. Lead Indigo's HRIS implementation, with an integrated system running smoothly by end of the first quarter of 2017. Support employees on company benefits, including medical, dental, disability, 401(k), etc. Advise and execute on any updates to company benefits. Establish policies and employee handbook so that Indigo has a thorough set of policies, consistent with our mission and core values. Play a lead role in employee-related immigration matters including discussions with employees, management of process, and interfacing with external counsel. In addition, ensure Indigo meets all employee compliance regulations, both federal and in the state of Massachusetts.

QUALIFICATIONS: At least five to eight years of experience as an HR/People generalist or business partner, with a solid understanding of HR best practices. Experience working in a startup or fast-growing company strongly preferred.

Demonstrated passion and enthusiasm for building talent in an organization. Bachelors degree with demonstrated record of strong academic achievement.

SALARY: \$120K

CONTACT: [https://www.indigoag.com/pages/jobs/job?gh\\_jid=264294](https://www.indigoag.com/pages/jobs/job?gh_jid=264294).

011933 (First Posted: 08/26/2016)

POSITION: Chief of Staff Human Resources (Senior Manager)

EMPLOYER: Newmont

LOCATION: Denver, CO

DUTIES: Daily support of Executive Vice President, Human Resources (EVP HR), in cooperation with HR leadership team and HR Executive Assistant, to drive efficiency and effectiveness of the office of the EVP HR for internal and external activities. Proactive management of upcoming events and deliverables and coordinating required subject matter experts, work time, content review and preparation. May include drafting content, creating and managing project plans. Stakeholder engagement with internal and external groups. Plans, conducts, and leads Global Human Resources Leadership Team meetings; semi-annual in-person meetings and monthly teleconferences.

QUALIFICATIONS: Bachelors degree in an applicable discipline and minimum of ten to fifteen years of professional progressive experience in highly complex organization. Human Resources experience preferred. Strong project planning experience required. Five years of experience working with senior leadership. Management of staff or significant projects required. Ability to think strategically; comfortable moving between strategic and tactical is a requirement of the role. Ability to influence and drive change.

SALARY: Commensurate with experience.

CONTACT: Find the full job description and apply online:

<https://newmont.taleo.net/careersection/newmont+external/jobdetail.ftl?lang=en&job=161176>.