



**Cornell University**  
**ILR School**

ILR Alumni Bulletin  
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CORPORATE

011980 (First Posted: 1/20/2017)

POSITION: Manager, Human Resources

EMPLOYER: AMRI

LOCATION: Albany, NY

DUTIES: Lead Human Resources practices and objectives that will provide an employee-oriented; high performance culture that emphasizes quality, productivity, and standards; goal attainment and performance management; conduct recruitment activities for assigned business areas to include identifying the recruiting method and coordination of advertising or recruiter contact, coordinating the scheduling of interviews, interviewing candidates, attending career fairs / scientific conferences, university recruiting and managing relationships with employee search firms; perform reference verifications, applicant rejections, prepare and send offer letters and act as an ongoing liaison with pending new hires.

QUALIFICATIONS: Bachelors degree with a major in Business Administration, Human Resources Management or related field. Masters degree in Human Resources preferred. Seven-plus years of experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY: \$90K

CONTACT: Please send resume to Jan'Ann Liberman at [janann.liberman@amriglobal.com](mailto:janann.liberman@amriglobal.com).

011983 (First Posted: 01/27/2017)

POSITION: Sr. HR Generalist

EMPLOYER: Welch Foods Inc.

LOCATION: Greater Boston, MA Area

DUTIES: The Sr. HR Generalist will partner with the corporate HR leadership team to support and drive people strategies across the organization. Specifically, this position will manage employee and labor relations at Welch's manufacturing locations located in Westfield, NY; Lawton, MI, and Grandview, WA and will also be responsible for company-wide safety results, all HR compliance objectives, recruiting and staffing, and corporate HR business partner support. HR colleagues residing in the field will have a dotted line reporting relationship into this position.

QUALIFICATIONS: Bachelors degree in Human Resources, Labor Relations, Communications, Business or related field required. Five to seven years of related HR experience required. Must have experience working in a unionized manufacturing facility. Position requires 30 to 40% travel.

SALARY: \$100K

CONTACT: Please e-mail: [jemerick@welchs.com](mailto:jemerick@welchs.com) with your resume and cover letter or visit [www.welchs.com](http://www.welchs.com).

011984 (First Posted: 02/10/2017)

POSITION: U.S. Benefits Manager

EMPLOYER: Institutional Shareholder Services

LOCATION: New York, NY

DUTIES: Handle the day-to-day administration of benefit plans, serving as primary liaison and subject matter expert for benefits information and assist employees in resolving benefits issues. Manage all benefits vendor relationships and partner with them to ensure smooth benefits administration. Responsible for vendor negotiation/ renewal in collaboration with broker. Manage the complete administration of the 401(k) plan annual open enrollment planning and execution including communication and processing activities. Fulfill all regulatory compliance activities and required legal filings pertaining to all benefits programs. Prepare and process monthly insurance invoices.

QUALIFICATIONS: Bachelors degree required. Five to seven years of health and welfare and retirement benefits.

Demonstrated knowledge of federal and state regulations and ability to apply regulations to administration/compliance of plans, including: FMLA, ACA, ERISA, COBRA, Medicare, Social Security and DOL requirements. Ability to read and interpret benefit plan documents.

SALARY: Commensurate with experience.

CONTACT: Please submit resume to: [alexis.daur@issgovernance.com](mailto:alexis.daur@issgovernance.com).

011985 (First Posted: 02/10/2017)

POSITION: Human Resources Generalist

EMPLOYER: Institutional Shareholder Services

LOCATION: New York, NY

DUTIES: Act as a trusted advisor to managers and employees on any issues. Update and manage HR policies and procedures. Handle all on-boarding activities for U.S. employees. Create and maintain employee electronic personnel files. Partner with HR and EEO vendor for completion of Affirmative Action program. Follow up and maintain accurate employee data (hires, terms, transfers, new positions) in the HRIS, conduct background checks. Assist with Benefits administration, including monthly billing, benefits change events, document updates, and other ad hoc processing. Partner with HR and immigration law firm on visa and other immigration matters to include monitoring and reviewing work authorization.

QUALIFICATIONS: Bachelors degree. Excellent interpersonal, communication skills and a flexible approach. Well-organized, thorough and detailed. Proficiency in Microsoft office and advanced excel skills, knowledge of workday HRIS a plus. Discretion and ability to deal with sensitive issues. Ability to follow through on issues and prioritize effectively. Highly motivated, team work oriented, highly proactive and takes initiative. A minimum of five to seven years of working experience in HR.

SALARY: Commensurate with experience.

CONTACT: Please e-mail resume to: alexis.daur@issgovernance.com.

UNION
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011979 (First Posted: 1/20/2017)

POSITION: UniServ Organizer/Field Service Director

EMPLOYER: Maryland State Education Association

LOCATION: Prince Frederick, MD

DUTIES: Plays a leadership role in supporting both member advocacy (negotiations and contract administration) and local affiliate support. Emphasis on internal and community organizing. Full details available online at <http://www.nea.org/home/18959.htm#Maryland>.

QUALIFICATIONS: Bachelors or Masters degree in Labor Relations or equivalent job experience in a related field; experience working with teachers, education support personnel, or public sector labor relations law and issues; experience in negotiations, grievance processing, public relations, community organizing, political action, school finance, and education reform issues.

SALARY: Commensurate with experience

CONTACT: Application available online at <http://www.nea.org/home/18959.htm#Maryland>.

NON-PROFIT/GOVERNMENT
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011982 (First Posted: 01/27/2017)

POSITION: HR Consultant (Independent Contractor)

EMPLOYER: FSG

LOCATION: Flexible

DUTIES: Over the course of the period from early 2017 through September 2018, the HR consultant will be responsible for four buckets of work. We anticipate the work outlined below will average approximately 10-20 hours/week, but will vary based on timing of events and Lab company needs. 1) Relationship Management with Lab Members and Other Key Stakeholders. 2) Learning and Development Consulting to FSG. 3) HR Consulting to Lab Members along with Other Consultants. 4) Capturing and Cultivating Learnings from the Innovation Lab. See the complete RFP here: <http://www.fsg.org/work-impact-hiring-initiative>.

QUALIFICATIONS: Bachelors degree required. At least ten years of experience as a human resources and organizational development leader, preferably in the private sector and with engagements that require project or program management. Experience with organizational development, change management and best practices in employee retention. Experience utilizing HRIS data and analysis for decision making and strategy. See complete qualifications here: <http://www.fsg.org/work-impact-hiring-initiative>.

SALARY: Commensurate with experience.

CONTACT: Proposals/applications should be no more than 3 pages. In advance of submitting a proposal, interested parties are encouraged to reach out to [kimberly.shin@fsg.org](mailto:kimberly.shin@fsg.org) for an informational call.