

Job Title: Recruiting and HR Coordinator

A little about us:

The Lieber Institute for Brain Development (LIBD) was conceived from the realization that a new approach is needed to fully exploit the unprecedented opportunities to accomplish the critical goal of helping affected individuals and their families. The LIBD aims to transform the research landscape in two ways: by providing new tools for scientific discovery and by developing new collaborative approaches to achieve our ambitious mission.

The mission of the Lieber Institute for Brain Development is to translate the understanding of basic genetic and molecular mechanisms of schizophrenia and related developmental brain disorders into clinical advances that change the lives of affected individuals. The Lieber Institute is located in the Bioscience Park on the campus of the Johns Hopkins School of Medicine and Hospital.

Job Summary:

This position focuses on recruiting and onboarding for both scientific and non-scientific positions in a fast-paced, evolving research environment. It also provides hands-on support for the Human Resources function in the areas of compliance, immigration, and benefits.

Key responsibilities:

- Coordinate recruiting process with hiring managers and HR Generalist. Responsibilities include posting positions, creating job ads, reviewing candidates, performing phone screens, scheduling interviews, reference checking etc.
- Coordinate onboarding process for new staff hires. Providing new employees with a welcoming and inclusive experience.
- Coordinate onboarding for student hires and assist with the coordination of the internship program.
- Partner with HR Generalist to facilitate visa processes.
- Prepare correspondence, maintains confidential and accurate HR files
- Assist with benefits enrollment administration
- Handle other routine HR activities, as needed
- Provide back-up coverage for front desk on an as-needed basis

Education, Skills and Experience:

Bachelor's Degree in HR or similar field is required

A minimum of 3 years experience in an HR position with a strong focus on recruiting is required.

Experience in a research or biotech environment a plus

Experience with visa administration process for F, J, and H visas a plus

Experience with Paylocity a plus

Proficient in Microsoft Word, Excel and PowerPoint

To Apply: Please email your resume to jobs@libd.org with Recruiting and HR Coordinator in the subject line.

EEOC Statement: The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.