



# BRANY

Biomedical Research Alliance of NY

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**Human Resources Generalist - Part Time** approximately 14-21 hours per week. Some flexibility with making your own schedule.

### **General Summary**

Reporting to the Director, the HR Generalist will have responsibility for recruitment, onboarding, benefits and DBL administration, Affirmative Action Plan development and reporting. Assist with time & attendance reports, 401k administration, payroll reports, plus back-up and support the Director with various projects.

### **Job Requirements**

- Minimum education required: B.A./B.S. degree in Human Resources Management or a related field.
- 5+ years of Human Resources generalist experience
- Microsoft office at intermediate level or above. HRIS and payroll experience required- Paychex and Ascentis knowledge helpful.
- ESR reporting experience a plus.

Email Resume, cover letter, and salary requirements to [aehring@brany.com](mailto:aehring@brany.com)

### **About BRANY:**

BRANY is the premiere resource for research support services for hospitals, academic medical centers and investigators. BRANY's services, which are designed to improve research efficiency and quality, include an array of outsourced clinical trial start up services such as IRB review, contracting and Medicare coverage analysis. BRANY IRB was the first IRB in New York to be accredited by AAHRPP. BRANY is also the developer of Protocol Builder®, an award-winning protocol writing tool for investigator-initiated research. BRANY was founded in 1998 and is owned by four leading academic medical centers and we are located in Lake Success, Long Island.

EEO is the Law, and as an EEO/AAP employer, BRANY is not just a good place to work, but a great and inclusive place to work. To that end, we strive to recruit and maintain a workforce that meaningfully represents the diverse communities that we serve. Qualified applicants will receive consideration for employment without regard to their race, color, religion, national

origin, sex, sexual orientation, gender identity, protected veteran status, disabled status or, genetic information.