

## **Part-time Human Resources Administrative Assistant**

<b>Job Title:</b>	Human Resources Administrative Assistant
<b>Department:</b>	Human Resources
<b>Reports to:</b>	Todd Swartz, Assistant Head for Human Resources & Operations
<b>FLSA Status:</b>	Non-exempt
<b>PDS Status:</b>	Staff, part-time, non-benefited, 12-months Approximately 10-15 hours per week, flexible schedule tbd

The Human Resources Department at Providence Day School is a team of two full-time professionals supporting a school of approximately 350 regular employees, and approximately 600 total employees. The HR team oversees benefits administration, open enrollment, onboarding new hires, annual compensation, managing the School's HRIS, required HR disclosures/reporting, and helping to create a community feeling on campus. The HR Administrative Assistant will be an active team member of a highly collaborative department committed to providing exceptional customer service to the employees. The Administrative Assistant role is new to the HR Department and will ideally grow with time, allowing the person to take on more responsibilities.

Providence Day School is committed to actively cultivating an equitable and inclusive environment where community members experience a strong sense of belonging. The HR Administrative Assistant will be committed to working with individuals from diverse academic, age, socioeconomic, cultural, ability, religious, gender, and ethnic backgrounds.

### **Primary essential duties and responsibilities include, but will not be limited to, the following:**

- Maintains employee personnel files, both physical and electronic. Ensures the files are complete and accurate
- Assists the team in collecting/updating databases for reporting purposes
- Assist with the recruitment process by posting and removing job ads, identifying candidates, tracking applicants and processing background checks. Maintains background check database
- Oversee the completion of compensation and benefit documentation such as the regular filing of required documents in personnel file and ADP cloud - salary reduction forms, annual contracts, contract addendums
- Assist with entering new hire information into E-verify and Payroll/HRIS
- Assists with maintaining calendars of the HR team. Schedule meetings, interviews, HR events and maintain agendas
- Keep up-to-date with the latest HR trends and best practices
- Assist with related day-to-day operations of the HR functions and duties as assigned

### **Qualifications:**

- High school diploma is required; 4 year degree preferred
- Excellent communication skills, both written and verbal
- Excellent organizational and time management skills
- Ability to see processes and systems and make suggestions for improvement
- Effective people management skills

- Highly computer literate with capability in email, MS Office, Google Suite and comfort with HRIS systems
- Meticulous attention to detail
- Ability to accurately follow instructions

**Application Process:** Applicants should submit a cover letter of interest, current resume, one letter of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS.HRAdminAssistant@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).