



**Position Title:** Human Resources Assistant  
**Position Status:** Part-time, four days/week  
**FLSA Classification:** Non-Exempt  
**Reports To:** Human Resources Director

### Position Purpose

The Human Resources Assistant performs administrative duties related to the operations of the Human Resources department.

### Essential Functions

- Assists with recruitment including posting jobs, making hotel reservations, and issuing reimbursement checks.
- Assists with preparations for the new hire orientation and the administrative onboarding of new employees.
- Creates employee files.
- Maintains filing of all HR documents.
- Assists with writing coaching letters annually.
- Assists with clearance renewals, including following up with employees as needed.
- Assists with Business Office audit.
- Assists with running annual flu clinic.
- Processes biweekly reconciliation of the HR credit card.
- Tracks employee absences.
- With support from the HR Assistant Director and Director, responds to VOEs.
- Assists with managing the Act 168 database: sends initial Act 168 form to new hires and then follows up with schools who are delinquent in completing the form.
- Assists with the maintenance of the Vector database including adding new hires and deleting employees who have left the school.
- Processes driver's history checks.
- Ensures HR forms are kept current including W-4, W-9, Act 24, I-9, PA Child Abuse, HSA, etc.
- Orders supplies for the department and business cards for employees.
- Performs other related duties as assigned.

### Qualifications

- Demonstrated sensitivity and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Ability to serve as an outstanding ambassador for the HR department and for the school in order to help maintain a team that is greater than the sum of its extraordinary parts.
- Excellent organizational, interpersonal, communication, and customer service skills.
- Knowledge of, or the ability to quickly acquire familiarity with the functions of the HR department.
- Flexible and adaptable in various situations and when interacting with the many different school constituencies.
- Utmost ability - proven by reference checks - to maintain confidential information.
- Understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Experience with G-suite.
- Associates degree required; Bachelor's degree preferred.
- Administrative assistant experience in an HR department is preferred.

### Physical Requirements and Work Environment

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Work primarily in an office environment.

### Application Procedures

Interested candidates, please email a cover letter, resume, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

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