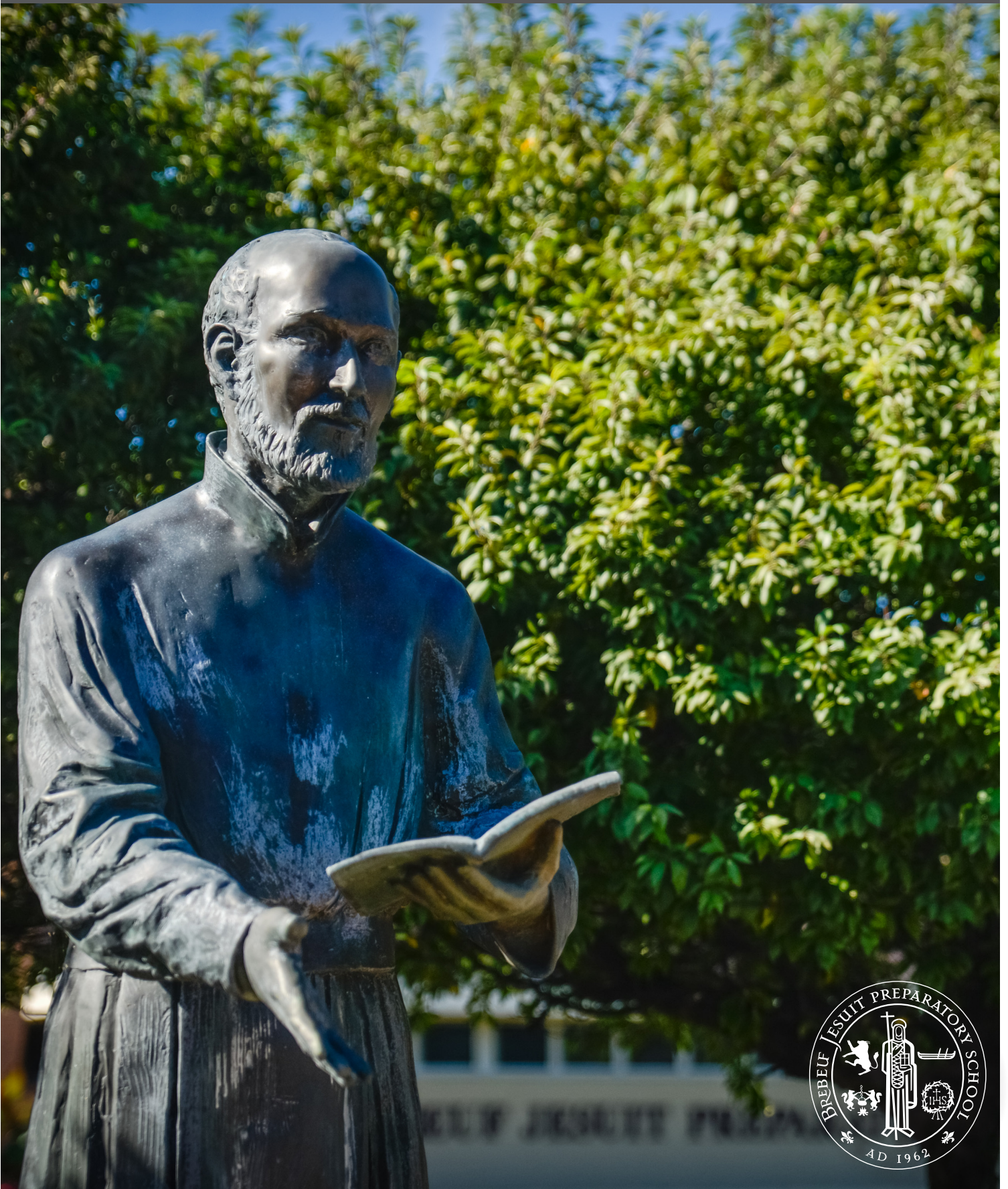


Employment Opportunity • Brebeuf Jesuit Preparatory School, Indianapolis, IN



Employment Opportunity - HR Manager

Brebeuf Jesuit Preparatory School, a 9-12 Catholic Jesuit school that provides an outstanding college preparatory education in the Jesuit tradition seeks an HR Manager that is willing to work collaboratively with other members of the Brebeuf Jesuit community to continue molding students into *men and women for others*.

Brebeuf Jesuit actively seeks to increase the diversity of its faculty and develop an inclusive community, therefore underrepresented candidates are encouraged to apply.

The HR Manager is responsible for coordinating all administrative activities related to Brebeuf Jesuit personnel, including: developing recruitment strategies, managing staff benefits, payroll, and onboarding new employees. This position reports directly to the Vice President for Finance.

RESPONSIBILITIES

(Note: The following list of responsibilities is not exhaustive. Others may be assigned, subject to reasonable accommodations.)

- Implements, administers and monitors human resource functions consistent with the mission, goals and objectives of the school and strives to attract and retain competent employees.
- Ensures confidentiality and security of all personnel and financial information.
- Ensure the School's compliance with local, state, and federal regulations.
- Manages and guides staffing process (recruiting, interviewing, hiring and onboarding).
- Manages benefit programs and processes yearly open enrollment and life event enrollment.
- Works with VP for Finance and Broker related to benefit selection and administration.
- Responsible for STD/LTD claims, Leave of Absence tracking, and filing Worker Comp claims.
- Handles onboarding, background checks and safe parish training for all staff.
- Prepares and distributes all employee contracts.
- Communicates personnel issues and concerns to the VP for Finance.
- Oversees the Employee Wellness program (flu clinic, health fair, and fitness challenges).
- Assists with the updating and distribution of the Brebeuf Jesuit Employee Handbook.
- Manages payroll process.
- Maintains COVID Vaccine Mandate policies and procedures.
- Participates in individual, departmental and school-wide professional development.
- Participates in and supports the Jesuit educational philosophy and extracurricular life of students and school.

QUALIFICATIONS

Required

- 5+ years of Human Resources, Benefits and Payroll experience
- Sensitivity to and appreciation for diversity, with demonstrated ability to relate to individuals with compassion
- Ability to excel in a team environment
- Excellent writing, speaking and communication skills

Preferred

- Bachelor's degree in Human Resources, Business, Organizational Development, Accounting or related discipline and/or equivalent experience
- SHRM Certification helpful
- Experience with HRIS system(s); Paylocity preferred
- Experience within an educational and/or independent school environment helpful

Fast Facts

Enrollment: 841

Faculty: 135

Student/Teacher Ratio: 12:1

Student Diversity: 35%

Only Jesuit secondary school in Indiana

35% of students receive financial aid and scholarships

Geography

Indianapolis, known as the “Crossroads of America,” is the largest city and capital of Indiana. A big city with a small town feel, Indianapolis, or Indy, is home to an impressive arts scene, superb sustainable food and agricultural movement, and an array of sporting events, including the Indy 500. The healthcare industry and growing technology sector are driving the city's economic growth.



OUR SCHOOL

Brebeuf Jesuit Preparatory School provides an outstanding college preparatory education in the Jesuit tradition. Brebeuf Jesuit students find excellent teachers, challenging coursework, and a rigorous curriculum. Students learn in an atmosphere that expects and celebrates academic achievement. They will be well-prepared for the demands of college and beyond.

MISSION STATEMENT

Brebeuf Jesuit, a Catholic and Jesuit school, provides an excellent college preparatory education for a lifetime of service by forming leaders who are intellectually competent, open to growth, loving, religious and committed to promoting justice. Fostering a culture of understanding and dialogue, Brebeuf Jesuit seeks and welcomes students from diverse religious, ethnic and socio-economic backgrounds. Students at Brebeuf Jesuit are called to discover and cultivate the fullness of their God-given talents as a responsibility and as an act of worship.

BREBEUF JESUIT EQUITY AND INCLUSION STATEMENT

The mission of the Brebeuf Jesuit Equity and Inclusion Program is to support, empower, and build relationships with students from all backgrounds. In pursuit of this goal, a diverse student body becomes part of the educational experience, better preparing students to work in an increasingly multicultural world, one in which local, national and international tensions are often grounded in cultural, religious or linguistic differences. Equity and Inclusion at Brebeuf Jesuit is about more than just demographics; it's about being a place where all are welcomed and affirmed as reflections of the God who is in all things.

CORE VALUES

Education of the Whole Person

Brebeuf Jesuit fosters the intellectual, spiritual, physical, emotional and social development of every student. Each student is challenged and inspired to strive for academic excellence, to engage wholeheartedly in co-curricular activities, to develop confidence in leadership abilities and to discover God's presence in everyday life. As students grow in each of these areas, they become more able to share their unique gifts as *men and women for others*.

A Caring and Diverse Community

Brebeuf Jesuit believes that the authentic development of each student unfolds within a safe and supportive environment. Rooted in the Catholic tradition and guided by its Jesuit heritage, the Brebeuf community embraces the fullness and diversity of creation, accepts and respects all people, and encourages genuine interreligious and intercultural dialogue. Brebeuf Jesuit's ultimate goal is that every student will journey through life with the confident assurance of a personal friendship with a loving God.

The Greater Glory of God

Through intellectual pursuit, prayerful discernment and generous service, Brebeuf Jesuit strives to give students the foundation, the skills and the will to make the world more just, humane and loving. All are called to a holy boldness – to do all things for the greater glory of God.

Learning at Brebeuf Jesuit

A BREBEUF JESUIT EDUCATION

Students learn in an atmosphere that expects and celebrates academic achievement. They will be well-prepared for the demands of college and beyond.

A Jesuit education is aimed at the development of the whole person, where students are led to understand their intellectual and other talents as gifts to be developed for the service of others and of God. Students are asked to continually reflect upon their experiences, both inside and outside of the classroom. It is expected that what they have learned will make a real difference in their lives. Topics of all kinds are approached from a global, current perspective, which challenges students to consider how they will commit themselves to the service of others.

GRADUATES AT GRADUATION

At Brebeuf, students become Graduates at Graduation who are: Open to Growth, Intellectually Competent, Loving, Religious and Committed to Doing Justice.



How to Apply

Interested candidates should be prepared to submit the following materials confidentially:

- A cover letter detailing their qualifications for the position and their interest in this specific role at Brebeuf Jesuit
- A separate statement of educational philosophy
- A current resume
- A list of professional references with current institutional affiliations, titles and contact information

Please visit <https://brebeuf.org/about/employment/> to apply.

