LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

Human Resources Assistant (Part-Time)

Job Summary
LHPS seeks a part-time Human Resource Assistant to perform administrative tasks and services to support the effective and efficient operations of the school’s Human Resources department. Primary tasks include but are not limited to maintaining accurate and up-to-date human resource files, records, and documentation; performing periodic audits of HR files and records; providing clerical support to the HR department; and assisting with the planning and execution of special events such as benefits enrollment, new employee orientation, and organization-wide meetings.

This is a part-time, non-benefited, 12-month position. We encourage applicants from underrepresented groups to apply.

Education & Experience
- Prior related office experience is required
- Associate’s degree in Human Resources or related field preferred
- Prior experience in ADP preferred

About Lake Highland
To learn more about LHP, click HERE to view our Mission Statement, Vision, and more.

How to Apply
Please email the following materials as PDFs to HR@lhps.org specifying “HR Assistant” in the subject line.
- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

LHPS conducts background checks, including fingerprinting, and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

August 2023