

MELISSA M. STILLEY
SUPERINTENDENT

BRETT K. DUNCAN
BOARD PRESIDENT



NOTICE

DEADLINE: July 17, 2024

The Tangipahoa Parish School System (TPSS) is now accepting applications for the following:

POSITION: HUMAN RESOURCES SPECIALIST (12 Month)

SALARY: \$32,953 - \$46,462 (Based on verified years of relevant experience)

LOCATION: Human Resources Department – Central Office
Amite, LA

CRITERIA: High School Diploma or Equivalency Certificate and must have one of the following:

- At least two (2) years of experience in an office or human resources setting.
- Successfully completed coursework leading to an Associate Degree in Office Administration or Human Resources related area.
- Successfully completed coursework at a State Approved Vocational School, Business School, or J.T.P.A. sponsored school in office management, human resources or related field.
- A Bachelor's degree or higher will be accepted in lieu of the above requirements.
- Knowledge and experience in health insurance and employee benefits is preferred.
- Diplomas, certificates, and other supporting documentation must be submitted with the application.

Applications for this position will only be accepted through the Frontline Recruit and Hire website: www.applitrack.com/Tangischools/onlineapp. Paper applications and/or email scanned attachment(s) will not be accepted or processed for consideration.

Submit your application through the Frontline Recruit and Hire portal before the deadline of **July 17, 2024** even if a previous paper application is on file with TPSS Human Resources. Previous paper or email applications will not be considered.

The Tangipahoa Parish School System is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin, or disability.

DATE ADVERTISEMENT POSTED: July 8, 2024

TANGIPAHOA PARISH
SCHOOL SYSTEM

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