ROLE DESCRIPTION

POSITION TITLE: Human Resources Assistant

WORK LOCATION: Superintendent's Office

REPORTS TO: Director of Human Resources

Primary Job Responsibilities:

- Prepare paperwork for new hires, substitutes, terminations, leave of absence and change of status as needed
- Fingerprint new hires, volunteers, and student teachers
- Maintain criminal history records and fingerprinting information and tracks all information submitted to the NH Department of Safety including processing reimbursements
- Maintain accurate and up to date human resources files, records, and documentation
- Type correspondence and other materials
- Enter and maintain employee data in HRIS database
- Enter workers compensation claims in a timely manner
- Coordinate student teaching internships in the District
- Process volunteers in compliance with the Volunteer Policy
- Complete and processes health, dental, and other insurance enrollments and changes; enters related data in computer; responds to insurance inquiries
- Prepare and place ads for open positions, including preparing and distributing postings for job openings
- Assemble application data; maintain application files; respond to job inquiries; ensure that all applications are complete; arrange for interviews
- Verify substitute teacher report for status changes
- Arrange for substitute onboarding and processes all information for HR and Payroll
- Assist with orientation for all new hires
- Send sympathy cards for employees who have lost an immediate family member
- Create purchase orders for HR department supply needs
- Operate copy machines, calculator, computers and other office equipment
- Assist with various personnel functions and other related administrative duties as needed

Minimum Requirements:

- Associate's degree in Human Resources or Business preferred **or** two years relevant work experience
- Proficient with Microsoft Suite products, including Word and Excel
- Ability to accurately maintain records
- Maintain a high level of confidentiality

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