

Job Title:	Bilingual Human Resources Support Technician		
Position Type:	Classified Salaried	Work Year:	12 Months/260 days (continuous) *Accrues sick leave & vacation
Hourly Rate Range:	\$31.35-\$36.66	Days/Hours:	M-F/ 7:30am-4:00pm
Salary Range:	\$61,132.50- \$71,487.00	Annual Benefits:	\$12,621.16
HR Contact:	Mercedes Henderson	Location:	Hayward Center
Contact Telephone:	510-293-2916	Date posted:	January 5, 2026
Website:	www.edenrop.org	Posting Expires:	January 30, 2026

YOU MUST COMPLETE OUR EMPLOYMENT APPLICATION FOR CONSIDERATION.

<https://www.edenrop.org/careers>

Email:

mhenderson@edenrop.org

Attention:

Mercedes Henderson,
Human Resources Administrator

Mail:

Mercedes Henderson, Human Resources Administrator
Eden Area Regional Occupational Program
26316 Hesperian Blvd., Hayward, CA 94545

Position Overview

Are you an experienced administrative professional who enjoys supporting people, building strong systems and creating a welcoming first impression? Do you bring both attention to detail and a calm, professional presence to your work?

The Eden Area Regional Occupational Program is seeking a skilled Human Resources Support Technician to serve as the primary support to our Human Resources Administrator and as the front desk presence who sets the tone for every student, staff member, family and visitor who walks through our doors.

About the Role

This position supports the Human Resources Administrator and serves as the front desk hub, welcoming visitors, managing campus access and helping everything run smoothly throughout the day.

At the front desk, you help create a calm, organized and welcoming environment while supporting our commitment to student safety and excellent customer service. In Human Resources, you will assist with sensitive and confidential work that requires discretion, attention to detail and follow-through.

You will be successful in this role if you are comfortable:

- Interpreting and following detailed instructions and procedures
- Managing varying priorities with accuracy, organization and care
- Communicating clearly and respectfully with diverse audiences
- Handling sensitive and confidential information with discretion
- Anticipating needs and completing tasks independently

What We Are Looking For

This is not an entry level position. It is best suited for someone who enjoys working in a people centered environment and takes pride in being dependable, organized and service focused.

We are seeking candidates who bring:

- At least three (3) years of full-time administrative support experience
- Bilingual proficiency in Spanish (highly desired)
- Experience working with confidential records and sensitive information
- A professional and welcoming presence at the front desk
- High attention to detail, resourcefulness, follow-through and accountability
- Alignment with Eden Area ROP's CORE values of **Equity, Access, Restoration, Outcomes, and Professionalism**

Important to Know Before Applying

This position includes a six-month probationary period and requires demonstrated competence, reliability, accuracy, and consistency. We encourage individuals to apply only if they meet the experience requirements and are confident supporting both front desk operations and Human Resources functions.

If you are looking for a role where your experience is valued, your work supports an organization focused on student success, and your presence makes a difference each day, we warmly invite you to apply.

Additional Requirements: pass basic skills test, private transportation, driver license

Accredited by the Schools Commission of the Western Association of Schools and Colleges

In accordance with the provision of Sections 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Eden Area Regional Occupational Program policy, no qualified person shall, on the basis of race, color, national, origin, religion, sex, handicap, or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in the Eden Area Regional Occupational Program. If there are questions concerning these provisions, please contact the Superintendent's Office.

