



Human Resources Business Partner

Saint Thomas Academy – Mendota Heights, MN

Position Overview

Saint Thomas Academy is seeking a service-oriented Human Resources Business Partner to support and enhance all aspects of the employee experience. This role will partner with the current part-time HR Manager to own core HR functions, while serving as a trusted advisor to school leadership, faculty, and staff.

This position will partner closely with the existing part-time HR Manager to evaluate current HR tools, systems, and processes, and provide expertise and support in advancing and modernizing all areas of HR. In addition, the role will be responsible for payroll processing, benefits administration, and HR analytics, while working closely with the Controller to deliver data-driven insights that ensure accuracy of HR related data.

Key Responsibilities

HR Business Partnership & Employee Support

- Serve as a trusted advisor to school leadership on employee relations, performance management, and organizational development
- Provide coaching and guidance to managers on HR best practices, policies, and conflict resolution
- Support a positive, mission-aligned culture consistent with Saint Thomas Academy's values
- Partner with the part-time HR Manager to assess and enhance HR service delivery and employee experience

Core HR Operations

- Oversee all standard HR functions including recruitment, onboarding, offboarding, and personnel records management
- Maintain and update HR policies, procedures, and employee handbook
- Evaluate existing HR tools and processes; recommend and implement improvements for efficiency and effectiveness
- Ensure compliance with federal, state, and local employment laws and school policies

Payroll Administration

- Process and audit payroll, ensuring accuracy and compliance.
- Manage payroll reconciliation, including:
 - Month-end and year-end reporting



- General ledger tie-outs
- Labor cost tracking and reporting
- Maintain accurate and up-to-date payroll records.
- Coordinate with the Controller to reconcile payroll, deductions, and reporting

Benefits Administration

- Administer benefits programs including: enrollments, changes, and terminations
- Coordinate open enrollment
- Serve as primary contact for employees on benefits
- Partner with brokers/vendors for provider information, plan changes/planning, and benefit questions
- Support ACA tracking and reporting

HR Analytics & Reporting

- Develop and maintain HR metrics and dashboards (e.g., headcount, turnover, compensation trends)
- Partner with the Controller to provide workforce analytics that support budgeting, forecasting, and strategic planning
- Analyze data to identify trends and provide actionable insights to leadership

Compliance & Risk Management

- Administer and track FMLA/PFML and other leave of absence
- Maintain compliance with state/federal employment laws and reporting requirements
- Ensure accurate and complete employee records
- Support audits
- Support onboarding compliance (I-9, VIRTUS, Background checks)

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field
- 5+ years of progressive HR experience, preferably in an educational or mission-driven environment
- Strong experience with payroll processing and benefits administration
- Demonstrated experience evaluating and improving HR systems and processes
- Demonstrated ability to analyze HR data and translate insights into action
- Knowledge of employment laws and HR best practices
- Excellent interpersonal, communication, and problem-solving skills
- High level of discretion and professionalism

Preferred



- HR certification (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR)
- Experience partnering with finance teams on budgeting and reporting
- Experience working in a private school or independent school environment, with an understanding of faculty/staff structures, academic calendars, and mission-driven culture

Mental Demands

- Reason logically and make sound decisions, consider alternative and diverse perspectives while making decisions.
- Interact effectively with people in a positive manner.
- Multitask and perform multiple duties without loss of efficiency or accuracy.
- Interact appropriately with individuals from diverse backgrounds.
- Work independently as well as an integral part of a team and to plan, set, and meet deadlines.
- Complete tasks without direct supervision and the ability to exercise independent judgment and make decisions.
- Superior organizational, interpersonal, oral and written communication skills.
- Knowledge of current technology, willingness to remain current with technological advances.
- Understand the confidential nature of the school's information and maintain strict confidentiality.
- Professional demeanor and appearance.
- Ability to perform under stress and/or in emergency situations.
- Must be flexible and have excellent time management skills to accommodate shifts in duties as priorities and timelines change.

Physical Demands

- Must be able to speak, hear, write and comprehend in order to communicate accurate information to students, parents and colleagues.
- Must be able to move throughout the office and school buildings with movement including, but not limited to, sit, stand, bend, stoop, reach, grab, pull, climb and descend stairs on a daily basis.
- Must be able to sit or stand for extended periods of time at an office desk or within assigned areas at school – Command Performances, School Formations, Mass, events, etc.
- Required to perform repetitive physical tasks such as computer keyboarding, writing and reading.
- Apply manual dexterity for computer keyboarding.
- Be able to read computer screens for long periods of time.
- Position requires a person to operate equipment necessary for the position such as, but not limited to, computer, office equipment such as copier, scanner, phone, printer, etc.
- Exposure to indoor and outdoor climates while attending Command Performances.



SAINT THOMAS ACADEMY

- Required to work in standard office and school conditions.
- Required to work in a military environment with exposure to unexpected, loud noises during military drills and performances as well as be exposed to brief smells of explosives.
- Able to pass a required background check and complete initial and ongoing required training.

Tools and Equipment

- Telephone
- Computer
- General Office Equipment

Benefits Offered

- Four health insurance plan options, including PPO and HSA plans with employer contribution, for individuals and families, along with dental, vision, and FSA plans.
- Sick and vacation time, personal days and paid holidays provided
- 403(b) and Roth Retirement Savings Plans with employer-match after 6 months.
- Other benefits include:
 - Employer paid short-term disability and Life/AD&D insurance, and employee paid long-term disability
 - Tuition Remission
 - Employee Assistance Program
 - Voluntary Life/AD&D
 - Voluntary Add-on insurance - Critical Illness, Accident, and Hospital

Salary Range

\$75,000 - \$90,000

To Apply

Qualified candidates should send a cover letter that includes a statement reflecting on the four pillars of the school, which are detailed at <https://www.cadets.com/who-we-are/mission-vision>. Along with the cover letter, applicants should also send a resume and references to:

Jesse Sigurdson, HR Manager, HR@cadets.com

or mail to 949 Mendota Heights Road, Mendota Heights, MN 55120

Position will remain open until filled.