

Job Title:	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 (see below for details)
HR Contact:	Mercedes Henderson	Location:	Hayward Center
Contact Telephone:	510-293-2916	Date posted:	April 21, 2026
Website:	www.edenrop.org	Posting Expires:	May 8, 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

The Human Resources Support Technician is a high-impact, multi-functional role that serves as both the primary front desk presence and a key support to the Human Resources Administrator. This position plays a critical role in maintaining organized, efficient and professional HR operations while ensuring a welcoming and well-managed front office environment.

This is not an entry-level position. We are seeking a seasoned administrative professional who brings strong judgment, attention to detail and the ability to manage multiple priorities with accuracy, discretion and care.

Benefits

- \$12,621.16 annual benefit allowance
- Dental insurance
- Vision insurance
- Life Insurance
- California Public Employees' Retirement System (CalPERS)
- Employee Assistance Program

About the Role

This position blends three core functions: Human Resources administrative support, front desk operations, and office logistics/receiving. Success in this role requires the ability to shift between detailed, focused work and frequent interruptions while maintaining professionalism and accuracy.

Human Resources Administrative Support

- Provide high-level administrative support to the Human Resources Administrator
- Manage complex calendars, scheduling, correspondence and follow-up
- Maintain highly organized and accurate personnel records and filing systems
- Handle sensitive and confidential information with discretion and sound judgment
- Support recruitment, onboarding and HR processes as needed
- Anticipate needs, demonstrate initiative and complete tasks independently with a high standard of quality and accuracy

Front Desk Operations

- Serve as the first point of contact for students, staff, families and visitors
- Create a welcoming, calm, and organized front office environment
- Manage the flow of traffic while maintaining professionalism and efficiency
- Communicate clearly and respectfully in person, by phone and in writing
- Support student safety procedures and front office operations

Receiving and Office Logistics

- Coordinate receipt and distribution of mail, packages and deliveries

- Maintain organized systems for tracking and distribution
- Support day-to-day office operations and ensure smooth workflow

What We Are Looking For

We are seeking someone who is not only highly capable, but also thoughtful in how they approach their work.

The ideal candidate:

- Brings a strong sense of accountability, ownership, and follow-through
- Maintains accuracy and organization, even in an interruption-heavy environment
- Demonstrates professional judgment and discretion with confidential information
- Is resourceful and proactive, often anticipating needs before being asked
- Communicates clearly, respectfully and effectively with diverse groups
- Creates a positive and professional experience for everyone who enters the office

Minimum Qualifications

- At least three (3) years of full-time administrative support experience, preferably supporting leadership or executive-level work
- Experience handling confidential and sensitive information
- Strong organizational skills with a high level of attention to detail and accuracy
- Ability to manage multiple priorities and interruptions without compromising quality
- Demonstrated initiative, problem-solving and independent task management
- Clear and professional communication skills in English (written and verbal)

Highly Desired:

- Bilingual in Spanish
- Experience in Human Resources or a school district environment

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, reliable private transportation, driver license

Organization Overview

Eden Area ROP operates as both a school district and a school site. In addition to functioning as a district, we also serve as a campus for 11th and 12th grade students from our partner districts, including Hayward Unified School District, Castro Valley Unified School District, San Leandro Unified School District, and San Lorenzo Unified School District.

Students attend classes at Eden Area ROP during a morning or afternoon three-hour block in place of three elective courses at their resident high school. While here, they participate in Career Technical Education programs that provide hands-on, project-based learning experiences aligned with industry sectors and career pathways. Through active engagement in real-world applications, students develop technical skills, earn industry certifications, and gain early college credit through dual enrollment and articulated courses aligned with community college pathways, while also making meaningful connections between their academic learning and future career opportunities.

Many of our courses are University of California A-G approved and have articulation agreements with community colleges where students can earn college credit through successful completion of the course. Additionally, we cultivate relationships with business partners that create opportunities for internships and other innovative work-based learning activities.

The Eden Area ROP is accredited by the Western Association of Schools and Colleges.

As a Career Technical Education provider, the Eden Area ROP partners with Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts to strengthen and broaden the students' educational experience.

Mission Statement

The mission of the Eden Area ROP is to build a foundation for students that prepare them academically, technically, and professionally to meet challenging opportunities of the 21st Century with confidence and purpose.

Vision Statement

Our vision is to embody our Core Values, leveraging our trained skills and knowledge to become visionary leaders in our careers and inspire social and economic growth in our communities.

Core Values

We believe in the Eden Area ROP.

Equitable: We believe in fostering belonging and creating a safe and inclusive environment that works to eradicate the impacts of racism, bias, discrimination, and privilege.

Accessible: We believe all students, families and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative: We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

Outcomes: We believe our students will find a pathway with confidence and purpose that guides them towards a career, college, service to others, and life-affirming endeavors.

Professional: We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.

Nondiscrimination Statement

The Eden Area Regional Occupational Program complies with the rules and regulations contained in Title VII of the Civil Rights Act of 1964, Title II of the Educational Amendments of 1972, Section 504 of the Rehabilitation Acts of 1973, and the Americans with Disabilities Act of 1990. Prospective employees will receive consideration without discrimination on the basis of sex, race, color, religious creed, national origin, ancestry, age, marital status, pregnancy, physical or mental ability, medical condition, veteran status, actual or perceived sexual orientation, or any other reason prohibited by State and Federal law.