



POSITION DESCRIPTION

Job Title: Human Resources Assistant

Reports to: Executive Director of Human Resources

Hours/Position: Part-time, non-exempt, 18 hours per week/year-round (not benefit eligible)

Summary: The Human Resources Assistant provides administrative and operational support to the Human Resources department. This position assists with recruitment, onboarding and offboarding, substitute and seasonal staffing, employee records, compliance documentation, and HR-related administrative tasks.

General Duties/Responsibilities:

- Manage the full recruitment, onboarding, offboarding, and training process for substitute and temporary employees.
- Engage with substitutes throughout the year through check-ins, updates, and reminders regarding required information and training.
- Maintain compliance records, including required annual trainings, Virtus requirements and teacher certification.
- Maintain and update volunteer records, including background checks and other required documentation.
- Scan, upload, file, and organize documents within the HR system and electronic employee files.
- Maintain accurate HR spreadsheets and work closely with Payroll and Accounting to provide accurate records for coaches, enrichment programs, fine arts and other contracts.
- Prepare the monthly Employee Newsletter.
- Assist HR team with hospitality and supply ordering for the administrative office and events.
- Assist the President with calendaring, scheduling, and other administrative support needs as requested.
- Help create a welcoming and positive experience for employees and new team members.
- Support special projects and other HR department needs.
- Perform other duties as assigned.

Seasonal/project based:

- Assist with staff recruitment and hiring processes, including job postings, application screening, interview scheduling, reference checks as needed.
- Assist the HR Coordinator with new hire orientation packets and coordinating materials such as email accounts, laptops, keys, business cards, signage, and employee photos.
- Assist the HR Coordinator with seasonal hiring for Camp Zephyr, STEAM Academy, and staff childcare week as needed.
- Assist with planning and coordinating employee events and activities, including staff appreciation, wellness activities, Christmas activities, recognition programs, and end-of-year events.
- Attend recruitment events such as college or local job and career fairs as needed.

Qualifications:

- Minimum of a high school diploma or equivalent, experience in Human Resources preferred
- Strong customer orientation.
- Proficiency in Microsoft Office, Google Suites, experience in a HRIS a plus
- Clear written and verbal communication skills
- Excellent organizational skills with ability to coordinate and manage multiple priorities and responsibilities as well as attention to detail
- Must present a professional image
- Must be able to maintain confidential information
- Demonstrates professionalism, dependability, discretion, and a positive attitude.
- Commitment to supporting the mission and values of St. Mary Catholic Schools.

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodations.

Signature: _____

Date: _____