SOUTHWEST CHRISTIAN HIGH SCHOOL

POSITION TITLE: Human Resource Associate
REPORTS TO: Director of Human Resources
STATUS: Part Time (25-29 hrs/wk - 12 months); Non-Exempt
TO APPLY: Please apply here

POSITION SUMMARY

The Human Resources (HR) Associate will play an integral role in supporting the SWCHS Human Resources Department. This role will help create, implement and maintain HR policies and procedures, while ensuring compliance with employment laws. This person will manage onboarding, payroll processing and benefits administration.

JOB RESPONSIBILITIES

Payroll

- Process semi-monthly payroll for all employees and coaches.
- Manage payroll processes, reports, and timelines.
- Partner with the Finance Department on payroll related matters and reconciliation.
- Maintain accurate HRIS data, including updating employee data, entering benefits deductions, PTO accruals and tax changes.

Benefits

- Assist employees with HR, benefits and payroll related questions.
- Process employee benefits paperwork and deduction changes.
- Process HRA Reimbursements and assist with 401(k) plan administration including eligibility, employer match coordination and applicable reporting.
- Assist with administering employee leaves of absence (MN Paid Leave and FMLA).

Onboarding and Employee Records

- Coordinate onboarding and offboarding processes, including new-hire paperwork, employment documentation, HRIS setup, checklists and required notifications.
- Maintain accurate and confidential employee records, including electronic and physical files, employment agreements, personnel changes and employment verifications.
- Track and maintain current background checks for employees and volunteers.

Data Analysis

- Review and approve HR invoices, communicating with Finance Dept. for processing.
- Assist in year end reporting and audits in collaboration with Director of HR, Finance Department, 401k TPA, benefits broker and other external partners.
- Perform data analysis and reporting for various audits, surveys and accreditations as requested by outside vendors or other departments.

Additional Responsibilities

- Prepare seasonal coaching agreements and related paperwork in collaboration with the Athletic Director.
- Administer the Employee Recognition Program.
- Collaborate with managers to complete semi-annual performance reviews.
- Track and maintain up-to-date Background Checks for all employees and volunteers.
- Collaborate with leadership to maintain an updated Employee Handbook in compliance with all federal and state laws.
- Remain current in understanding of federal and state employment law and procedures and assist with implementation and maintenance of policies.
- Identify opportunities to streamline or automate processes and tools for efficiencies.

JOB REQUIREMENTS

Spiritual Qualities:

- Vibrant Christian Faith: Candidates must possess a genuine, growing relationship with Jesus Christ as Savior and Lord, demonstrated through a solid understanding of God's Word and active involvement in a local Bible-believing church.
- Biblical Authority: Actively support the school's Statement of Faith, believing the Bible to be the inspired, infallible, authoritative, and inerrant Word of God—the ultimate standard for faith and practice.
- Spiritual Maturity: Exhibit a consistent desire for spiritual growth, evidenced by prayer, Bible study, integrity of character, and bearing the fruit of the Spirit in all interactions.
- Christian Role Model: Serve as a positive Christian role model in attitude, speech, and actions toward others, including adherence to God's biblical standards for sexual conduct (Luke 6:40).
- Required Commitment: Must commit to, sign, and uphold SWCHS's Pledge of Integrity & Biblical Morality, Statement of Faith, Vision & Values, and Social Position Statement as a condition for employment.

Education & Experience

- Bachelor's degree with two (2) years HR, payroll or related experience.
- Associate's degree with four (4) years HR, payroll or related experience.

Professional Qualities

- Demonstrated strong attention to details.
- Strong verbal and written communication skills.
- Strong organization and planning skills, combined with creativity, initiative and innovation.
- Maintain complete confidentiality of all HR-related information.
- Previous work experience in an academic setting (preferred).

Technical Skills

- High proficiency in the Google Workspace and Microsoft environments.
- High proficiency in Google Sheets or Excel including use of data analysis tools.
- Knowledge of HR database software (preferred).

Salary & Benefits

- $25-$28 average range; actual salary based on candidate's education & experience.
- Benefits package includes: 401K plan, with company match (eligibility dependent on hours worked) and Paid Time Off. This position is not eligible for healthcare benefits or tuition discount.