



Date/Time

Job Title:	HR/Operations Assistant 1	Job Category:	Staff
Location:	CGLA/MEHP	Reports To:	Director of HR/Operations
Job Type:	Full Time/Exempt	Work Hours:	7:00 am – 4:00 pm

JOB DESCRIPTION

OVERVIEW

The HR/Operations Assistant 1 is responsible for providing administrative and operational support for all duties directly related to benefits and human resources. In addition to the daily operations responsibilities listed below, (s)he may serve as the administrative back-up to the Director of HR & Operations.

Typical working hours for this position will be 7:00am - 4:00pm (Monday-Friday), however, this position will require evening and weekend hours during peak recruitment periods.

RESPONSIBILITIES

BENEFITS

- Oversees benefits plans, including managing the employee benefits brokers and ensuring all employee issues are resolved promptly
- Tracks personal and sick leave for all employees
- Coordinates and facilitates annual open enrollment process

HUMAN RESOURCES

- Delivers an exceptional customer service experience by facilitating a welcoming and seamless onboarding experience for new hires.
- Submits documents to appropriate vendors, in a timely manner, for pre-employment verifications to include background checks and all other pre-employment screenings.
- Responsible for scheduling background checks for new and existing employees, and volunteers, per state guidelines
- Notifies direct supervisor of onboarding status and coordinates new-hire and/or volunteer orientation as necessary
- Responsible for data entry and setting up new hires in all appropriate systems.
- Assists with job postings and organizing resumes/applications.
- Gathers essential paperwork and ensures required documentation is received and reflected in the appropriate systems.
- Completes Forms I-9 and verifies I-9 documentation.
- Makes employee ID badges and adds to alarm system, if necessary.
- Maintains a current substitute teacher list and ensures information is available to supervisors online



- Maintain volunteer database and ensure all requirements are met for each new and returning volunteer
- In collaboration with the Director of HR/Operations and Payroll Specialist ensures employment contracts are accurate, stipends for before and after school programming are complete.
- Assist the Director of HR & Operations with the recruitment and retention plan for faculty and staff; attend recruitment events as needed
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Complies with all department and company policies, procedures, and regulations.
- Other job duties as assigned.

GENERAL

- Assists with faculty, staff and student recruitment, as needed
- Adheres to all school policies, procedures, and guidelines
- Other duties as assigned

QUALIFICATIONS

- 1-3 years of experience in a human resources or operations setting
- Strong Microsoft Office skills
- Ability to work in a fast-paced environment and prioritize tasks
- Pass a criminal background check

KNOWLEDGE/ABILITIES/SKILLS

- Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members
- Demonstrate excellent planning, organizational, problem-solving, decision-making, and time management skills
- Maintain high personal standards and integrity
- Able to be a positive team-player and communicate effectively with colleagues, supervisors, students, and families

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Printed Name:		Date:
Signature:		