



The Cambridge School

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Job Announcement

Job Title: Human Resources Coordinator
Department: Operations
Reports to: Business Manager
Status: Full-Time, Non-Exempt as defined by the FLSA

Position Summary

The Human Resources Coordinator provides excellent customer service, leadership and advising pertaining to all of the people functions of the School in accordance with the policies and practices of the School and the laws, regulations and administrative rulings of governmental organizations and other regulatory and advisory authorities. The incumbent will be responsible for the strategic human resource planning to attract, develop and retain the best people talent available and to position the School as the Employer of Choice by being aware of policies, practices and trends in classical Christian education and in education in general. The incumbent will also ensure smooth office efficiencies for the day-to-day operations of the HR and Business Offices by performing a range of fundamental administrative duties, including strategic planning, organization and support.

Essential Functions

- Assists with recruitment and interview process.
- Prepares new employee files.
- Administers benefit plans, including enrollments, changes and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Completes forms I-9, verifies I-9 documentation and maintains I-9 files. Assists with new employee background checks and onboarding.
- Assists with processing of terminations.
- Helps coordinate schoolwide Professional Development efforts including registration, travel, tracking etc.
- Creates streamlined processes and systems for HR functions of the school.

Primary Duties & Responsibilities

- *Recruitment* – Collaborate with the Executive Office on staffing needs, recruitment strategies and sources; implement effective recruitment strategies; coordinate schedules and logistics for interviews and/or demo lessons; formulate compensation and benefits packages; prepare appointment letters, offer letters, and declinations. Coordinate all communication with new hires and effectively carry out the process of the onboarding process for all new employees ensuring a smooth transition for all parties.

- *Employment* – Provide stellar customer service and communicate clearly and effectively to School staff, faculty, Board members and various constituents; oversee and streamline new hire onboarding processes; maintain and protect employee personnel files; maintain strict confidentiality pertaining to matters of employment; prepare and collect termination paperwork at the end of employment.
- *Compliance* – Stay current on city, state and federal regulations, including new and changing laws, ordinances, rules, and compliance issues; ensure that all employees, contractors, coaches and volunteers have gone through necessary measures of being background-checked before the start of their assignment; stay current on healthcare mandates; update Employee Handbook policies as needed.
- *Employee Benefits Management* – Conduct Open Enrollment annually in the fall/winter; work closely with benefits insurance broker on renewal, rate increases, plan changes, and legal changes; consult with HOS before making any changes to benefits plans (some changes may need Board approval); review benefits currently offered to employees; explore options for enhancing benefits and/or reducing costs, with the goal of offering benefits that are attractive and affordable to employees; provide information and advice to employees regarding their benefits plans and how to maximize their use and minimize out-of-pocket costs.
- *Business Office Support* – Collaborate with the Business Manager by providing compensation, benefits, deductions and tax withholding information by deadline dates; prepare and review time sheets; process payroll for review; assist with procurement orders and processing.

Minimum Education/Experience

Bachelor's degree required and HR certification (PHR or SPHR) preferred; experience as an HR generalist in an academic environment preferred.

Critical Skills and Qualifications

Sound decision-making skills; ability to organize time and work independently; excellent oral and written communication skills; proactive researcher and problem solver for sensitive situations; ability to maintain strict confidentiality pertaining to people, situations and materials; thorough knowledge of and expertise in human resources and general school administration; unqualified commitment to classical Christian education. . Proficiency in computer skills including Microsoft Office, Google Suite etc.

Physical Requirements

High frequency of computer keyboarding, high frequency of viewing a computer monitor, should be able to sit for extended periods of time.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all job duties performed by the incumbent in this position or any person subsequently hired for this position. The Head of School reserves the right to revise or amend duties at any time.