Position Title: Human Resources Assistant
Reports To: Director of Human Resources
FTE: Part-Time
Location: Work is performed at an assigned BEST Academy worksite and/or remotely, as approved by the Human Resources Director based on operational needs. In-person attendance may be required for onboarding, personnel records management, meetings, training, and other assigned duties. Remote work requires a private workspace that protects confidential employee information.

Position Summary

Provide administrative and operational support to the Human Resources Director in maintaining accurate, timely, confidential, and organized human resources services. Support employee records, onboarding and offboarding, benefits transactions, recruitment, credential and clearance tracking, required training, and other day-to-day HR processes.

Work within established procedures and under the direction of the Human Resources Director. Refer sensitive matters, exceptions, and decisions involving employee relations, policy interpretation, leaves and accommodations, compensation, classification, and compliance to the Human Resources Director. This position does not supervise employees.

Key Responsibilities

Human Resources Operations and Records

- Maintain confidential personnel files and related records; organize, scan, file, retrieve, and retain documents in accordance with established access, retention, and records-management procedures.
- Enter and maintain accurate employee information in the Human Resources Information System (HRIS); process approved employee changes and maintain supporting documentation.
- Prepare, collect, track, and file employment agreements, acknowledgments, personnel forms, and other employment documents.
- Prepare routine employment verifications, employee records responses, HR reports, employee lists, and tracking documents for review or release as authorized.
- Monitor HR calendars and recurring deadlines; follow up on missing information and communicate upcoming actions to the Human Resources Director.
- Respond to routine employee questions using approved information and procedures; promptly refer complex, sensitive, or unusual matters to the Human Resources Director.
- Protect employee and applicant information, use authorized systems securely, and report potential confidentiality or data-security concerns promptly.

Onboarding, Offboarding, and Compliance Administration

- Coordinate onboarding checklists, new-hire paperwork, orientation scheduling, and administrative follow-up; track completion and notify the Human Resources Director of outstanding requirements.
- Assist with Form I-9 completion, E-Verify processing, and related recordkeeping after receiving appropriate training and in accordance with established procedures and HR Director oversight.
- Track required fingerprint and background clearance status, tuberculosis documentation, and other employment requirements; collect documentation and escalate missing or unresolved items.
- Maintain credential, permit, and certificate records; track expiration dates, send renewal reminders, and refer credential or assignment questions to the Human Resources Director.
- Assign required employee training as directed; monitor completion, issue reminders, and maintain certificates and training records.
- Assist with required employment-history and reference-check documentation using approved forms and procedures; refer substantive findings to the Human Resources Director.
- Coordinate administrative offboarding tasks, separation documents, records updates, and notifications to designated departments concerning access removal and property return.
- Prepare and organize records for audits and compliance reviews under the direction of the Human Resources Director.

Benefits Administration

- Assist with new-hire benefit enrollments, qualifying life event changes, coverage terminations, and annual Open Enrollment activities.
- Process authorized transactions in designated benefits systems; collect supporting documentation and coordinate routine follow-up with employees, providers, and vendors.
- Maintain benefit records and assist with reporting, invoice reconciliation, and identification of discrepancies for review.
- Provide approved benefits information and enrollment instructions; refer complex eligibility, coverage, or policy questions to the Human Resources Director or designated benefits resource.
- Assist with continuation-coverage notices and related administrative processes through designated providers, as directed.

Recruitment and Hiring Support

- Create, update, and close approved job postings in EdJoin and other designated recruitment systems.
- Maintain applicant records and recruitment documentation; organize applications and assist with initial reviews using established criteria.
- Coordinate interview schedules and communicate scheduling, documentation, and hiring-process information to candidates and interview participants.
- Prepare offer letters and other hiring documents for review and approval; communicate approved information and track required responses.
- Coordinate assigned pre-employment requirements and the transition of selected candidates into onboarding. Refer hiring decisions and exceptions to the Human Resources Director and designated hiring leaders.

Employee Engagement and Administrative Support

- Maintain birthday, work-anniversary, and recognition calendars consistent with employee preferences and school practices; assist with approved recognition activities and acknowledgments.
- Provide administrative and logistical support for employee surveys, staff events, culture initiatives, and manager and employee training programs.
- Prepare draft HR communications, materials, and presentations for review; distribute approved communications as directed.
- Assist with HR projects and implementation of approved processes; identify recurring administrative issues and suggest practical improvements.
- Participate in assigned meetings and training, and perform other related duties consistent with the purpose and level of the position.

REQUIREMENTS AND QUALIFICATIONS

- High school diploma or equivalent required. Associate or bachelor's degree, or coursework in human resources, business administration, education, or a related field preferred.
- Previous administrative, clerical, human resources, school, or related professional experience preferred. Prior human resources experience is not required.
- Proficiency with email, spreadsheets, word processing, and web-based systems; ability to learn HRIS, applicant tracking, benefits, and training platforms.
- Experience with BambooHR, EdJoin, Ease, E-Verify, or comparable systems preferred.
- Strong organization, attention to detail, written and verbal communication, and customer-service skills; demonstrated ability to handle confidential information with discretion.

ABILITY TO

- Maintain accurate records, review information for completeness, and follow established procedures.
- Prioritize assignments and meet recurring deadlines within the assigned part-time schedule; communicate workload concerns and competing priorities promptly.
- Exercise discretion and recognize matters requiring referral to the Human Resources Director.
- Communicate professionally and establish effective working relationships with employees, applicants, vendors, and individuals from diverse backgrounds.
- Work independently on assigned tasks and collaboratively with others; learn new systems and adapt to changing priorities.

CLEARANCES

- Complete required fingerprint and background clearances applicable to the position.
- Provide tuberculosis risk assessment or clearance documentation and complete other applicable pre-employment requirements established by BEST Academy.
- Complete required employee training and employment eligibility verification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Environment: Work is performed in an office and/or approved remote setting, as assigned. The work arrangement is established by BEST Academy based on operational needs. Occasional travel to meetings, training, or school activities may be required.
- Physical: Work involves extended computer use; operating standard office equipment; organizing and handling records and light office materials; and occasional bending, reaching, or movement within the work area.

AUDITORY AND VISUAL REQUIREMENTS
The position requires the ability to review electronic and printed records and exchange information through in-person, telephone, video, and written communications. Essential functions may be performed with or without reasonable accommodation.

EVALUATION
Performance will be evaluated by the Human Resources Director in accordance with BEST Academy's employee handbook, Board policies and procedures, and applicable employment practices.

BEST Academy provides equal employment opportunities in accordance with applicable law and school policy. This description identifies the general nature and level of work and is not an exhaustive list of duties.