



## **Human Resources & Benefits Coordinator**

### **Full Time, Salaried**

The Laurel Education Group seeks a Human Resources and Benefits Coordinator who will be responsible for overseeing and implementing human resources policies and procedures. The ideal candidate will have experience as a Human Resources professional at an educational (or other non-profit) institution with expertise in relationship management, both internally with faculty and staff colleagues as well as externally with candidates and vendors. The ideal candidate will also have a proven record of success in implementing and managing human resources best practices.

### **Specific Responsibilities**

- Support the strategic goals of the school by managing the human resources functions in ways that promote community values and that contribute to a diverse, inclusive, and supportive school and employment climate.
- Execute or oversee the administration of HR programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; and training and development.
- Oversee recruitment and employment processes including, but not limited to, sourcing applicants, record keeping, interviewing, reference checking, background screening, and offer letters; deliver an onboarding process for new employees that is timely, informative, professional, and welcoming; complete exit interviews and offboarding process.
- Communicate and administer all benefit plans and conduct periodic benefit needs assessments to ensure meeting the school's strategic objectives.
- Oversee the annual performance evaluation process for staff employees.
- Develop clear job descriptions and appropriate position classifications; post job openings on various sites to ensure strong, diverse candidate pools.
- Review all employee leave plans and manage worker's compensation.
- Update personnel policies and procedures for the school as they appear in handbooks and online.
- Oversee, manage and process payroll.
- Other duties as assigned.

### **Requirements**

- Bachelor's degree required; PHR or SPHR certification highly desirable.
- Seven to ten years of progressively responsible human resources experience, including at least five years supervisory experience; independent school or college/university experience preferred
- Current and extensive knowledge of applicable laws and regulations, trends, best practices, and new developments in the HR field, including retirement audits, 5500 compliance and other legal requirements, and a sophisticated understanding of labor laws, worker's compensation and OSHA requirements.
- Excellent oral and written communication skills.
- Ability to handle several tasks simultaneously, and an ability to prioritize multiple tasks under pressure while managing deadlines.
- Ability to work independently and as part of a team.
- Integrity and confidentiality, coupled with an extraordinary work ethic.
- Experience working with Paylocity, preferred