ROMULUS
COMMUNITY SCHOOLS
TOMORROW STARTS TODAY

POSITION TITLE: Human Resource Administrative Assistant
DEPARTMENT: Executive Director of Administration/Human Resources
PAY SCHEDULE: Non-Bargaining salary schedule range of $45,000 to $60,000
comprehensive and competitive benefits package including PTO health/dental/vision/life and long-term disability insurance.
EFFECTIVE: Immediate

Job Summary:
Romulus Community Schools is looking for a Human Resource Administrative Assistant to assist in the daily functions of the human resource department in talent management including: recruiting and hiring staff; and administering pay, benefits, and leaves. This is an opportunity to work in a collaborative environment and develop innovative programs and processes that will improve the organization and help RCS fulfill its mission. The ideal candidate will bring joy and enthusiasm to our process of employing people, building recognition events, onboarding staff, and promoting a positive and supportive work environment for all.

Qualifications:
- Bachelor's degree in Human Resources, Business Administration, Psychology, Sociology, or a related field ***preferred***; or Associates Degree and at least 3 years of experience in HR in public education;
- Must be a collaborative team player who strives for the win/win solutions
- Must like people
- Experience with payroll/benefits administration
- Experience with labor relations in the public sector
- Proficient in both Microsoft Office and Google Suite
- Proficiency with data management systems and ability to learn CHRIS, IChat, payroll, REP, and recruitment platforms
- Continuous quality improvement approach to systems management
- Strong analytical and problem-solving skills
- Excellent time management skills with a proven ability to meet deadlines
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Ability to act with integrity, professionalism, and confidentiality
- SHRM-CP credential preferred

Responsibilities:
- Assist in recruiting, screening, and facilitating the hiring of qualified job applicants for open positions.
- Organize participation in job fairs with Administrators and venues, colleges, etc.
- Ensure job postings align with collective bargaining agreements (CBA).
- Create and implement new hire orientation and employee recognition programs.
- Assist with the creation of career pathways and talent pipelines for essential positions.
- Conduct background checks, employee eligibility verifications, and reference checks.
- Assist with determining staffing levels on an annual basis.
- Communicate Open Enrollment timelines in conjunction with Payroll/Benefits administration; assist in creating workshops to educate employees about wellness initiatives, benefits, and personal financial planning.
- Assist in employee discipline meetings, terminations, and investigations.

- Handle employment-related inquiries from applicants, employees, and hiring managers.
- Handle and track leaves of absence requests; ensure compliance with FMLA and CBA.
- Promote, review, track, and document compliance with compulsory training which may include but not be limited to safety training, non-crisis intervention, and anti-harassment training.
- Perform routine tasks required to administer and execute human resource programs including: compensation, leaves of absence, compensatory time-off; disciplinary matters, disputes and investigations, performance and talent management, recognition, morale, training and development.
- Maintain compliance with federal, state, and local employment laws, regulations, and recommended best practices.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources.
- Perform other duties as assigned.

This posting should not be construed to imply that these requirements are the exclusive standards of the position or that this is the exclusive list of job functions or expectations associated with this position. The requirements listed above are representative of the knowledge, skill and/or ability required for this position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- The employee must occasionally stoop, bend, kneel, crouch, reach and twist while performing their job duties.
- The employee must be able to lift and move up to 25 pounds in supplies which requires bending, stooping, lifting, and reaching.
- The employee may have to push and/or pull light to moderate amounts of weight.
- The employee must be able to use and operate a variety of office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard.
- The employee must use hands and arms to manipulate objects.
- The employee will have extensive verbal communication with administrators, staff, students, parents, & guests to communicate, to receive, and exchange information.
- The employee must use keyboards, tools, and other controls.
- The employee must sit and stand for prolonged periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to move about the assigned work location during the day.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is performed primarily in a standard office and school environment with extensive public contact and frequent interruptions.
- Primary functions require sufficient physical ability and mobility to work in an office setting.
- The noise level in the work environment varies from soft to moderately loud.
- The employee is required to interact with students, staff, parents/guardians, and with the public.

Application Procedure:

Internal: Email a letter of interest to Kevin Brock, Director of Human Resources at kdbrock@romulusk12.org
External: Apply online at www.romulusk12.org.
Closing: Until Filled

ROMULUS COMMUNITY SCHOOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Romulus Community Schools shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.