

CREIGHTON PREPARATORY SCHOOL

Job Title: Human Resources Manager – Part Time

General Summary: Develops policy and directs and coordinates human resources activities including employment, compensation, benefits and employee relations in compliance with federal and state laws.

Responsibilities:

- Coordinate recruitment, hiring and retention of all positions. Manage process for employees leaving the school.
- Develop and coordinate various employee relations activities and communication to foster positive attitudes. Act as employee advocate to school administration.
- Manage and facilitate the school's personnel policies and update the employee handbook.
- Maintain secure and confidential human resource and employment records.
- Coordinate compensation and benefit programs for all employees to ensure compliance and equity (internal and external).
- Administer employee benefit programs and assist employees, as needed.
- Work with departments to update job descriptions and prepare annual evaluations and assists supervisors with performance and personnel issues.
- Identify legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of HR principles, procedures, standards, practices and related federal and Nebraska state law, including COBRA, FMLA, CMS, Bureau of Workers Compensation mandates, EEO, and ACA.
- Ability to effectively handle multiple priorities, functions and activities.
- Ability to interact with faculty and staff in highly stressful situations and maintain composure.
- Must maintain a high level of discretion and confidentiality.
- Strong communication and interpersonal skills are necessary. Able to communicate effectively with people at all levels in the organization.
- Knowledge of Windows, Word, Excel, HRIS and ability to use database software systems.
- Willingness to accept and employ Catholic and Jesuit principles in the workplace

Supervision: Reports to the President

Education and Experience:

- Bachelor's degree, preferably in Human Resources or related field. SPHR certification a plus.
- Knowledge of accounting, computer software, insurance, and human resource management required. Experience with Blackbaud is desirable.
- Four years minimum experience in human resources.
- Experience in education or a non-profit organization is beneficial.