



Human Resources Coordinator Job Description

Reports to: Director of Human Resources

Job Summary:

The Human Resources Coordinator will be a Christian who will provide assistance with and facilitate the human resource process at The First Academy. This role provides administrative support to the human resources department including record-keeping, file maintenance and HRMS entry.

Essential Job Functions:

- Provides Human Resources administrative support. This includes answering phones for the HR department, maintaining confidential personnel files and personnel actions, and assisting the HR Director and Assistant Director with HR projects.
- Assists with the employment process by handling employment application intake, preparing job postings, communicating with candidates throughout the process, interview scheduling, and tracking status of candidates for weekly recruiting status reports.
- Performs HRMS data entry and maintenance.
- Assists with new employee orientation.
- Maintains confidential personnel files and personnel actions.
- Prepares job postings.
- Plans and executes monthly All-Staff meetings, and birthday celebrations.
- Assists with benefits administration.

Required Qualifications and Experience:

- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling
- Present a positive image of the school to others and to the community.
- Possess basic understanding of Human Resources functions.
- Ability to perform work accurately and thoroughly. Detail oriented.
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others
- Ability to maintain confidentiality pertaining to school/employee matters
- Experienced with using technology including Apple products, and Microsoft Office Suite

Physical Requirements:

None up to 1/3 1/3 to 2/3 2/3 and more
 (occasionally) (frequently) (regularly)

Standing for prolonged periods		✓		
Sitting for prolonged periods				✓
Talking				✓
Hearing audible alarms, voice commands with background noise				✓
Use of hands and fingers to grip, pinch, handle or feel objects, tools or controls			✓	
Climb Stairs / Ladders			✓	
Balance		✓		
Stoop, kneel, crouch or crawl			✓	
Reach, pull, push with hands and arms above head		✓		
Reach, pull, push with hands and arms below head		✓		
Repetition-using an input device-a keyboard or mouse-in a steady manner				✓
Lifting up to 25 pounds with control		✓		
Pushing up to 25 pounds with control		✓		
Close vision with or without corrective lens. <i>(clear vision at 20 inches or less)</i>				✓
Distance Vision with or without corrective lens. <i>(clear vision at 20 feet or more)</i>				✓
Peripheral Vision <i>(ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)</i>				✓
Depth Perception (vision, ability to judge distances and spatial relationships)				✓
Ability to maintain alertness and attentiveness up to 8 hours				✓

	None	Up to 1/3 (occasionally)	1/3 to 2/3 (frequently)	2/3 and more (regularly)
Ability to maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure)				✓
Ability to work in wet, humid conditions (non-weather)		✓		
Ability to work in outdoor weather conditions to include direct sunlight, heat or cold		✓		
Will include exposure to Bodily Fluids (blood, vomit)		✓		
Noise Level-Loud Noise (Noise when raised conversation is needed)		✓		

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Consistent attendance is a job requirement.