

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Human Resources Coordinator**

Date: 9/17/2024

Location: Saint Louis, MO

Department: Human Resources

General Summary:

Under the direction of the Province Human Resources Director, the HR Coordinator provides Human Resources support duties. This includes serving as an HR resource for employees, recruiting job applicants at exempt and non-exempt levels, managing the new hire onboarding process, benefits administration, providing Human Resources records support, and other duties related to the daily operations of the HR office. Exercises initiative and judgment on a regular basis. In the performance of all responsibilities, this staff member is expected to ensure that departmental services are provided within the philosophy and mission of the School Sisters of Notre Dame and according to the policies of the facility.

Essential Duties and Responsibilities:

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Perform duties in a manner consistent with the mission, values and policies of the School Sisters of Notre Dame
- Serve as the frontline HR resource for our employees at our St. Louis campus and serve as an HR resource for all staff throughout the Central Pacific Province
- Conduct activities in the exempt and non-exempt recruitment and orientation process:
 1. Initiate recruitment process with emphasis on achieving a well-qualified workforce. In conjunction with the hiring director, selects the best-qualified candidate for the position. Extends offers of employment
 2. Conduct background check (reference, criminal, relevant licensure) on final applicants
 3. Ensure that required internal employment paperwork is completed within the specified time period
- Assist in administration of employee benefits:
 1. Meet with newly-eligible employees regarding benefit plan options
 2. Aid employees with questions and provide explanations as necessary
 3. Enroll and terminate benefits as needed
 4. Facilitate annual open enrollment in conjunction with the HR Director
- Provide Human Resource records support:
 1. Process Workers Compensation Claims, FMLA, STD and LTD paperwork related to claims
 2. File paperwork into electronic personnel files
 3. Design, update and maintain forms, record keeping and HRIS database (Paylocity)
 4. Sends out performance review reminders and follows up on delinquent evaluations
 5. Maintain and develop new job descriptions as needed
 6. Respond timely to HR verification requests
 7. Coordinate the exit process when an employee is terminated
 8. Utilize our HRIS database to track, update, and research employee information and payroll inquiries as needed
 9. Assist with planning and coordinating staff events

- Work with the Human Resources Director to provide counsel to managers and leadership on employee relations issues
- Keeps Director informed of issues, problems, and status of work
- Maintain compliance with federal, state and local employment laws and regulations
- Follow safety procedures
- Perform other tasks as assigned by the HR Director
- Attend workshops, in-services and employee meetings as required

Education and Experience:

- Bachelor's Degree in Human Resources or similar
- 1-2 years of Human Resources or related experience

Knowledge, Skills and Abilities

- Maintains current knowledge of relevant employment laws
- Competent in the use of Word, Excel, Outlook
- Knowledge of HRIS systems
- Ability to maintain electronic data accurately and ability to author electronic reports.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines
- Ability to communicate messages clearly and pleasantly, lead and direct interviews, seek clarification, and explain information
- Critical thinking and problem-solving skills
- Demonstrates professional supportive relationships with co-workers and staff
- Recognizes the unique gifts of all staff and supports their work in an open and interactive spirit

Job Type: Part-time, non-exempt, hybrid position 24-28 hours per week

Benefit Eligible: 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

If you are interested in this position please complete an application or submit a cover letter and resume to Lindsey at Lscales@ssndcp.org.

**If you have any questions contact:
Lindsey Scales, Human Resources
Phone Number: 414-975-0007
Email: Lscales@ssndcp.org**