



## Human Resources Executive Assistant Job Description

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**Purpose:** The Human Resources Executive Assistant is responsible for a variety of duties and responsibilities in support of the Executive Director of Administrative Services providing technical and administrative support related to a variety of Human resources duties. Assignments may include compiling and analyzing data, coordinating multiple concurrent activities, and interacting with individuals and groups at most levels in the organization.

**Distinguishing Functions:** Provide confidential technical and administrative support to the Executive Director of Administrative Services and establish significant knowledge of district-wide and Human Resources related policies, procedures and practices in addition to well-developed clerical skills.

**Responsible to:** Executive Director of Administrative Services, Superintendent of Schools and Board of Education.

**Desirable Qualifications:**

- Previous experience as an Administrative Assistant, four years preferred
- Any combination of education and experience related to college level work or experience in Human Resources
- Proficiency in Microsoft Office and use/creation of spreadsheet and database management tools
- Exemplary organization skills
- Emphasis on customer service
- Exemplary written and verbal communication skills

**Terms of Employment:**

- Twelve-month basis: 260 Days (12 months), 10 paid vacation days, 12 sick days, and 11 paid holidays
- Paid employee single medical/dental insurance policy
- Rate of pay will be based on the experience and qualifications of the selected candidate

**Example of Essential Functions/Responsibilities:** Typical duties and responsibilities will include, but will not necessarily be limited to, the following:

1. Assist the Executive Director of Administrative Services with a variety of responsibilities and special projects
2. Maintains calendar for the Executive Director of Administrative Services; schedules meetings as needed
3. Performs internal and external office communication: email, voicemail and miscellaneous written correspondence (to include general clerical responsibilities)
4. Greets and assists students, staff and community in person and by telephone, in a courteous, professional, and friendly manner
5. Screens and routes incoming telephone calls
6. Files, makes copies, makes room reservations and other general clerical tasks
7. Receives, sorts and distributes office mail
8. Organizes and maintains the Human Resources filing system; ensures accuracy and completeness of confidential personnel files and employee records; and files and retrieved documents
9. Reviews, edits and formats draft and finalized materials ensuring completeness, accuracy, compliance with policies and procedure and appropriate English usage including grammar, punctuation and spelling
10. Prepares a variety of correspondence and departmental forms
11. Maintains employee confidence and protects operations by keeping Human Resource information confidential
12. Maintain/update various department/district database tools (applications, certification, contracts, employee appraisal, etc.)
13. Gather and merge data to complete annual local, state and federal reports
14. Facilitate new employee activation process
15. Manage, organize and report data related to administrative leave
16. Collaborate with district Finance Department on issues related to payroll, benefits, employee leave and department budget

17. Schedule, plan and coordinate special events for the Human Resources Department (recruitment, new teacher orientation, training, negotiations and committee meetings)
18. Coordinate student teacher placements
19. Manage district-wide substitute teacher employee files and licensure
20. Maintain department webpage and complete weekly staffing updates
21. Data collection, processing and retrieval:
  - maintain current records for new applicants and position vacancies
  - use database inquiries to generate relevant statistical information
  - coordinate district substitute teacher program
  - generate district enrollment reports (monthly)
22. Other duties as assigned

Please apply and upload credentials, transcripts, resume and three letters of reference on-line at <http://www.usd231.com>

Contact Information: Lana Gerber, Executive Director of Administrative Services, Gardner Edgerton Unified School District 231, PO Box 97 Gardner, KS 66030. [HR@usd231.com](mailto:HR@usd231.com)

**Application Deadline: Until Position is Filled**

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