VACANCY

Date Posted: October 2, 2020

Job Title: Human Resources Assistant (1 of 2 Positions)

Job ID: 2292

Location: Central Office

Start Date: As soon as possible

Qualifications: Candidates should possess excellent administrative, communication, project and organizational skills. Advanced technology skills are necessary including demonstrated experience with HRIS/payroll systems, Word and Excel. Prior HR experience with knowledge of Human Resource practices and HRIS/payroll systems required.

Application Deadline: October 12, 2020

Application Process: **Internal Candidates** should apply online at:

[www.generalasp.com/groton/onlineapp](http://www.generalasp.com/groton/onlineapp)

Go to the internal applicants only box and select the link to submit an internal application/transfer form. In addition, you must upload a current resume with your application.

**External Candidates** should apply online at:

[www.generalasp.com/groton/onlineapp](http://www.generalasp.com/groton/onlineapp)

Groton Public Schools is an Affirmative Action/Equal Opportunity Employer