



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: HUMAN RESOURCES ASSISTANT

Saint Ann's School, an independent, non-sectarian day school enrolling 1090 students in pre-kindergarten through high school, seeks a Human Resources Assistant to help support the Human Resources Department. The ideal candidate will possess strong organizational skills and the ability to effectively deal with multiple priorities, functions, and activities. The Human Resources Assistant works closely with the HR and Finance Teams to provide administrative support and guidance in all areas related to onboarding, offboarding, and processing leave and benefits requests and inquiries. The Human Resources Assistant is a process-minded team player with a strong desire to develop the skills and knowledge needed to support a dynamic HR department.

The Human Resources Assistant is a full-time, non-exempt position reporting to the Human Resources Manager.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering more than 300 and 1090 students, Saint Ann's is among the largest and most sought-after independent schools in New York City. Occupying space in seven separate buildings clustered in Brooklyn Heights, Saint Ann's draws most of its students from nearby Brooklyn neighborhoods as well as Manhattan. Known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students, Saint Ann's has earned an outstanding reputation in academic disciplines and the arts.

RESPONSIBILITIES

- Assist the HR Associate with the onboarding and offboarding processes
- Manage, consolidate, and streamline the onboarding process, and related HR processes for employment verification letters, and annual workforce filings and reports



- Ensure SafeSchools training, background checks, and other required compliance activities are completed by employees in a timely manner
- Respond to requests for employment verification
- Assist with annual employment contracts
- Remit weekly and monthly payments to 32BJ SEIU Union fund
- Maintain electronic and help digitize paper HR files
- Assist the HR Associate with administering the HRIS
- Assist the HR Manager with processing Open Enrollment benefit changes
- Manage employee information in Veracross
- Exercise good judgment in maintaining the confidentiality of sensitive information, records, and reports
- Other responsibilities as assigned

PERSONAL AND PROFESSIONAL REQUIREMENTS

- 1 – 3 years' experience in Human Resources administration
- Bachelor's degree or equivalent work experience, including at least 1 year of demonstrable experience working in an HR support capacity
- Proficiency in school HRIS/Payroll/Time & Leave systems (Paycom, Veracross) or a willingness to learn, and comfort with HRIS technology
- High proficiency working with Microsoft Office, especially MS Excel
- High level of organization skills with an attention to detail and deadlines
- Excellent customer service, time-management, and written and verbal communication skills
- Experience in independent schools and/or non-profit organizations a plus
- Experience with Paycom payroll software a plus
- Ability to communicate effectively with all constituents in a school environment

COMPENSATION

A competitive compensation package, commensurate with level of experience, plus benefits.

TO APPLY

Interested applicants should send a cover letter and resume to: HRAssistant@saintannsny.org

Candidates who identify as members of historically underrepresented groups are strongly encouraged



to apply. Please indicate how you learned about the position. Deadline to apply is May 20, 2022 with an anticipated start date of June 1 or earlier. Please visit our website, <https://saintannsny.org/> to learn more about us.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.