

SESC JOB PART-TIME POSTING

Title: Information Human Resources Specialist/Consultant

Term of Employment: NO MORE THAN 140 DAYS
NO MORE THAN 29 HOURS PER WEEK

SALARY: \$525/day

RESPONSIBILITIES:

- **Employee/Student Discipline:** Conducts employee and student discipline hearings and suggests corrective action plans to superintendent.
- **Recruitment and Hiring:** Identifies staffing needs, develops job descriptions, recruits and interviews candidates, and manages the hiring process.
- **Employee Relations:** Addresses employee concerns, mediates disputes, and promotes a positive work environment.
- **Training and Development:** Designs and delivers training programs to enhance employee skills and knowledge.
- **Compensation and Benefits:** Administers compensation and benefits programs, ensuring compliance with regulations and company policies.
- **Onboarding and Offboarding:** Manages the onboarding of new employees and the offboarding of departing employees.
- **Compliance:** Ensures compliance with all applicable HR laws and regulations.
- **Record Keeping:** Maintains accurate and up-to-date employee records.
- **Acts as a Bridge Between the Organization and its Employees:** Helping to create a positive and productive work environment
- **Ensures compliance with HR practices and regulations**
- **Other Assignments and Duties as Assigned**

CONDITIONS OF EMPLOYMENT

It is the policy of SESC to maintain a learning and working environment that is free from drug, alcohol, and tobacco abuse. SESC prohibits any form of racial, sexual, religious, and/or ethnic harassment or violence.

EQUAL EMPLOYMENT OPPORTUNITY

SESC is an equal opportunity employer and does not discriminate with regard to race, religion, color, age, sex, national origin, or handicapping condition. No discrimination based upon such factors will be made in the selection, salary, promotion, demotion, transfer, or termination of any employee.

DEADLINE TO APPLY

Applications must be received by May 5, 2025 – or until filled

Candidates for employment must submit a: 1) SESC application; 2) current resume; 3) college or university transcript