

Sacred Heart Seminary & School of Theology

Job Description

“Preparing evangelizing disciples through specialized formation to conform our world to the Heart of Christ”

POSITION TITLE: Human Resources Specialist
DEPARTMENT: Finance (421)
SUPERVISOR: Vice-President of Finance & Administration

POSITION GOAL

The goal of the Human Resources office is to maintain a fair, equitable, and positive work environment.

POSITION SUMMARY

This position administers payroll, employee benefits, and human resources. The Human Resources department is comprised of the Human Resources Specialist and Human Resources Officer (VP of Finance & Administration). The Human Resources Officer provides decision-making power to develop and implement human resources policies, supporting consultant contracts and oversees the work of the Human Resources Specialist. The Human Resources Specialist manages the project deadlines and responds to any payroll, benefits or human resources issues in a timely, professional and confidential manner.

This position is a full-time (40-hr/week), nonexempt at-will employment position at SHSST. As such, this position is eligible for Administrative-Staff-Level employee benefits which is primarily differentiated by the Group Term Life Insurance benefit coverage (of 2 times base salary) and a calendar year earned Paid Time Off Policy as provided in the Employee Handbook.

As part of SHSST Community, this position is required to attend weekly liturgy, the annual staff day, days of recollection, and selected all-school events during the school year.

SUMMARY OF RESPONSIBILITIES

Human Resources

The Human Resources Office supports the mission of the seminary by monitoring compensation and implementing benefits in an effort to attract and retain the most highly qualified employees in their respective fields. This office is supported and run by both the Human Resource Specialist and the Human Resource Officer. The Human Resource Specialist assists with hiring, job offers, onboarding, payroll and benefits administration and with higher level human resources issues as requested.

- Assisting other departments with the hiring of new employees by accepting applications as well as conducting applicant testing, interviews and reference checks.
- New hire employment offers and/or contract and agreement preparation, processing and communication assistance.
- New employee onboarding coordination which may include coordinating a new employee orientation as needed, in collaboration with the new employee’s supervisor.
- Biweekly payroll administration and employee benefits remittance.
- Enrolling and providing informational materials and sound counsel concerning benefits options.
- Maintaining employee personnel files and confidentiality.

Additional human resources services include, but are not limited to:

- Annual Open Enrollment Process management and communication
- Safe Environment Education (SEE) Certification Coordinator
- Assisting with higher level HR issues upon request: Employee Incident Reports and Conflict Resolution, Terminations, HR Legal Counsel, as requested.
- Annual Workers Compensation Audit preparation and submission.
- Manage required postings and employee notifications as required by state or federal law.
- Other projects as assigned.

POSITION REQUIREMENTS

- A minimum of a bachelor's degree from an accredited university in Human Resources or SHRM Certificate or equivalent.
- A minimum of 3 years' experience in payroll and benefits administration and Human Resources.
- Excellent verbal and written communication skills.
- Experience working with a third-party payroll software and online timecard processing
- Proven track record of excellent customer service and networking skills, from working with all levels of management, employees and outside vendors.
- This position must be able to take initiative, be proactive, be able to maintain confidentiality, and be able to work as a team member and autonomously.
- Proficient to advanced skills in Microsoft Excel in Microsoft Word required.

If interested, please email resume to hr@shsst.edu to apply.