

PLEASE POST

August 7, 2020

ANNOUNCEMENT OF VACANCY

The following Classified position exists in the Bluffton-Harrison Metropolitan School District.

BLUFFTON-HARRISON M.S.D. ADMINISTRATION OFFICE

HUMAN RESOURCES SPECIALIST

- Starting Late September
- \$17.52 per hour
- Minimum 20 hours/week
- Must be detail oriented
- This is a 12-month year-round position
- Limited benefits available
- This position may transition into cross training with Payroll Specialist and Accounts Manager
- Full job description available at the Central Office

SUMMARY: Supports the human resources functions of the school corporation in cooperation with the superintendent and other office personnel to facilitate the administration of employee benefits, leave time off, onboarding, compliance, and workers compensation. In addition, the specialist ensures accurate employment records, and communicates with district employees and other entities.

EDUCATION and/or EXPERIENCE:

High school diploma; one or two years experience and/or training in a related field; or equivalent combination of one or two years education and experience.

Any qualified person wishing to be considered for the above position should complete a **classified** employee application and submit it to Dr. Brad Yates, Superintendent.

Any questions regarding this position should be directed to Dr. Yates at 260-824-2620 or byates@bhmsd.org

Classified applications available at www.bhmsd.org or the Administration Building