



Growth. Values. For Life.

**HUMAN RESOURCES GENERALIST**  
**JOB DESCRIPTION**

**Department:** Business  
**Supervisor:** Director of Finance & Operations  
**Status:** Full-time

This position develops and administers a comprehensive, strategic human resources program, including recruitment/hiring, compensation/benefits, employee relations, diversity and inclusion, employee training and development, HR policy development and implementation, and organizational development to ensure that the school attracts, develops, and retains employees with the knowledge, skills, and abilities to contribute to the achievement of the goals of Ursuline Academy.

This position requires a positive attitude, strict confidentiality and discretion; superior organizational and interpersonal skills; self-reliance and self-motivation; and the ability to multi-task in a highly active work environment.

**SPECIFIC DUTIES:**

- Executes full cycle recruiting initiatives including recruitment, screening, interviewing, onboarding, offboarding, and new employee orientation program.
- Administers compensation and benefits plans.
- Provides day-to-day coaching to leadership on a variety of actions to including employee relations, talent management and development, diversity and inclusion, and organizational effectiveness.
- Manages the performance appraisal process.
- Keeps employee records including pertinent data on teacher certifications, licenses, and clearances.
- Works with leaders on the development and revisions of job descriptions for all positions to ensure they are current.
- Ensure policies, procedures, and HR programs are current, consistently administered, align with organizational goals and comply with all state and federal regulatory requirements and laws.
- Provides support for external audits.
- Gathers and analyzes data to develop and monitor HR metrics.

**COMPETENCIES NEEDED:**

- Computer literacy, knowledge of Microsoft Office suite, payroll software, an ability to learn/apply additional programs.
- Fully versed in federal, state, and local labor laws and regulations.
- Communication skills (oral and written) and confidence in conveying information to all types of members of the community, including teachers, administrators, other staff members, and students.
- Ability to complete assignments efficiently, set priorities, meet deadlines, and work on several projects concurrently.

**WORK ETHIC:**

- Maintain confidentiality at all times regarding the Ursuline community.
- Attend all required meetings and events and willing to perform all other duties as assigned.
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder St. Angela Merici.
- Respect, cooperate and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae, and exemplify the core values.

**REQUIREMENTS:**

- Bachelor's degree in Human Resources, Business Administration, or related field
- Minimum 5 years of Human Resources experience

**PREFERRED:**

- Experience in the field of education preferred

**PHYSICAL DEMANDS:**

The position requires frequent walking, standing, bending, talking and lifting of up to 25 pounds as a regular part of the job. Specific vision ability required including close, distance, peripheral vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions, and infectious diseases. While performing the duties of this job the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.