



Executive Administrative Assistant - Human Resources

8 hours / 260 Days – Full Contract Year

Position will remain open until filled

Screening of applications will begin August 14, 2023.

Molalla River School District is actively seeking exceptional candidates for the position of **Executive Administrative Assistant in Human Resources**. This position supports all aspects of Human Resources including, but not limited to, recruitment, onboarding, benefits, HRIS database management, ODE reporting, TSPC licensure, contracts, labor management, contract negotiations, and overall support to licensed, confidential, supervisory, and administrative staff.

Compensation is based on the 2022-2023 salary schedule with a range of \$26.67 - \$36.48 per hour, depending on experience. The 2023-2024 schedule is to be determined. Benefits include a district contribution towards a TSA of \$455.00 per month. A district contribution of \$1,711.00 per month can be used towards medical, dental, vision, and life insurance.

The most competitive candidates will have demonstrated successful experience in the following:

- Three to five years' work experience providing executive administrative support and services preferably in a public school human resources environment.
- Advanced proficiency in the use of Internet based applications, including but not limited to email, website, virtual meeting software, social media platforms, Microsoft Office and Google Suites, HRIS system, preferably iVisions, evaluation software, preferably Unified Talent Perform, and other public education applications including TSPC, Synergy and ODE reporting software.
- Ability to perform executive level human resources administrative support functions requiring independent judgment, information analysis, process evaluation, decision-making, and problem solving, using a high level of confidentiality with respect to sensitive staff information.
- Proven track record of establishing and maintaining effective professional working relationships with all levels of administration, staff and the community as well as functioning as a successful member of a cohesive and high-performing team. Ability to understand and follow complex oral and written instructions.
- Ability to plan, organize, prioritize and complete assignments in a high stress environment, juggling multiple priorities, frequent interruptions and responsibilities to meet schedules and deadlines.
- Ability to be self-motivated, work effectively and exercise independent judgment in making appropriate decisions regarding the day to day operations of the office, including in the handling of emergency and unusual situations.
- Knowledge of regulations regarding worker's compensation, medical leave acts, BOLI regulations and education licensure and understanding of the Oregon teaching licensure process with TSPC.
- Proficiency in completing mathematical calculations combined with understanding of basic accounting and payroll principles.
- Willingness to operate in alignment and accordance with district and school defined policies and procedures and collective bargaining agreements. Demonstrated familiarity with school policies, laws, rules and regulations.

Required Qualifications:

- Possess and maintain a valid First Aid card if required
- Criminal Justice Fingerprint Clearance

Required Application Materials:

Candidates should upload their documents to complete their Recruit & Hire application prior to submission:

- Cover Letter
- Current Resume
- Three current letters of recommendation with contact information