

Anoka-Hennepin Independent School District #11

Job Description

Title: Human Resources Administrative Assistant
Reports to: Chief Human Resource Officer

JOB SUMMARY

The Human Resources Administrative Assistant plays a vital role in supporting the efficient and effective operations of the Human Resources department. This position provides comprehensive administrative and operational support across all HR functions, including employee services, employee relations, benefits administration and HR compliance. The ideal candidate is highly organized, detail-oriented, possesses excellent communication skills, and demonstrates a proactive approach to supporting both the HR team and all employees.

DUTIES AND RESPONSIBILITIES

Administrative and Clerical Support

- **Office Management:**
 - Managing the HR department's general email inbox and phone lines, responding to inquiries or directing them to the appropriate HR generalist.
 - Scheduling and coordinating meetings, interviews, training sessions, and other HR-related events, including managing calendars for HR staff.
 - Preparing meeting agendas, taking minutes, and distributing meeting summaries.
 - Organizing and maintaining HR office supplies and materials.
 - Handling incoming and outgoing mail for the HR department.
 - Assisting with travel arrangements for HR staff or candidates when necessary.
- **Document Preparation & Management:**
 - Drafting, proofreading, and formatting various HR documents, letters, memos, presentations, and reports.
 - Creating and updating HR forms, templates, and spreadsheets.
 - Scanning, photocopying, and faxing documents as needed.

Employee Record Management

- **Data Entry & Maintenance:**
 - Accurately entering and updating employee information in the Human Resources Information System (HRIS) or other HR databases.
- **File Management:**
 - Maintaining organized and confidential employee personnel files (both physical and electronic) in compliance with company policies and legal requirements.
 - Ensuring proper indexing, scanning, and digital storage of HR documents.
 - Managing record retention schedules and archiving historical records.

Recruitment and Onboarding Support

- **Job Posting & Sourcing Assistance:**
 - Posting select job openings.
 - Assisting with initial resume screening based on predefined criteria.
- **Candidate Communication & Scheduling:**
 - Coordinating communication with job applicants (e.g., sending application received confirmations, rejection letters).
 - Scheduling interviews (phone, virtual, in-person) for candidates with hiring managers and interview panels.
 - Sending interview confirmations and reminders to candidates and interviewers.
- **Background Checks & References:**
 - Initiating and tracking background checks, drug screenings, and reference checks.
 - Following up with vendors and candidates to ensure timely completion.

Employee Relations and Engagement Support

- **First Point of Contact:**
 - Serving as an initial point of contact for routine employee inquiries about HR policies, procedures, and company guidelines.
 - Directing more complex inquiries to the appropriate HR specialist (e.g., Employee Services Manager).
- **Policy Communication:**
 - Assisting with the communication and explanation of HR policies and procedures to employees.
- **Event Coordination:**
 - Supporting the planning and execution of employee engagement activities, company events, recognition programs, and wellness initiatives (e.g., managing RSVPs, coordinating logistics, preparing materials).
- **Basic Documentation:**
 - Assisting with the administrative documentation of employee relations issues, including tracking incidents or complaints.

General Support and Special Projects

- **Cross-Functional Collaboration:**
 - Collaborating with other departments (e.g., IT, Finance, Facilities) to ensure seamless HR operations.
- **Process Improvement:**
 - Identifying opportunities to improve HR administrative processes and workflows.
 - Assisting in the implementation of new HR systems or tools.
- **Special Projects:**
 - Participating in various HR projects as assigned by HR management (e.g., compensation reviews, policy updates, training program development).
 - Researching HR best practices or industry trends.

QUALIFICATIONS

- Requires High School Diploma or equivalent plus three years of experience.
 - Bachelor's degree in human resources, communications, or a related field preferred.
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SKILLS AND COMPETENCIES

- Strong analytical and communication skills: Able to interpret complex information and communicate effectively with diverse audiences.
 - Effective problem-solving and presentation skills: Adept at addressing inquiries, resolving issues, and presenting information clearly.
 - Technical proficiency and investigative skills: Capable of interpreting technical data, conducting investigations, and writing reports.
 - Reliable and available: Maintains regular attendance and is available for evening board meetings.
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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires frequent standing, walking, sitting, bending, and may include lifting up to 10 pounds.
- Specific vision abilities required such as close vision and the ability to adjust focus.
- Work environment includes offices, meeting rooms and school buildings.
- Must be able to respond to unexpected situations and maintain composure.
- Ability to travel to various district sites may be required.