

Temporary Summer Human Resources Assistant (HCPSS 10-month Internal Employees ONLY)

This position opens on April 12, 2024 and closes April 28, 2024.

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Executive Director of Human Resources, the Temporary Summer Human Resources Assistant position is open internally to 10-month HCPSS employees and will support all aspects of HR within the Division of Human Resources. Functions of this temporary position include providing support to the team. This position provides the opportunity to learn essential HR skills in a fast-paced dynamic environment.

ESSENTIAL POSITION RESPONSIBILITIES

- Gathers, reviews, compiles, and maintains data from a variety of systems to prepare accurate and comprehensive reports for supervisors and leadership.
- Resolves frontline employment related issues and concerns with discretion and maintains confidentiality of sensitive information.
- Delivers excellent levels of customer service to applicants and employees with inquiries related to recruitment and new hire processing. Corresponds and communicates status updates to applicants within assigned scope and responsibility.
- Provides information and explains human resource policies and procedures to agency management and employees regarding personnel records, leave policies, employee benefits, grievance procedures, classification, and recruitment requests.
- Partners and collaborates with all teams within the Office of Human Resources to assist with special projects, initiatives, and events within assigned scope of work.
- Prepares human resource forms, correspondence, and reports; compiles statistics; ensures validity of data and resolves discrepancies.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the qualifications listed below to be considered for the vacancy.

Education and Experience:

- High School Diploma or GED equivalent
- Experience utilizing spreadsheets to organize, manipulate, and analyze data.
- Experience utilizing technology to include web-based productivity and collaboration tools within Microsoft Office Suite and/or Google Suite.

PREFERRED QUALIFICATIONS

- Experience utilizing Workday or a similar Human Capital Management System.

EMPLOYMENT INFORMATION

This is a temporary summer position. The hourly pay will be \$25 per hour. Both full-time and part-time positions are available.

APPLICATION REQUIREMENTS

In addition to meeting the basic requirements, selected candidates will have experience and education which most closely match the position qualifications and the needs of the school system.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.