

Human Resources Assistant

Southampton County Public Schools is currently accepting applications for the position of Human Resources Assistant. The position reports to the division superintendent.

The successful candidate will perform skilled clerical work, data entry, and social/digital media marketing. The position is ideal for a detail-oriented individual who has strong writing and organizational skills, and the ability to work on multiple projects simultaneously.

QUALIFICATIONS

- Bachelor's degree in English, communications, human resources or related field required
- One-to two years of general business experience preferred
- Proficiency with Microsoft Office programs including Word, PowerPoint, and Excel
- Familiarity with social and digital marketing tools
- Skills in database management and record keeping
- Exceptional oral and written communication skills

ESSENTIAL DUTIES

- Prepare and maintain job announcements and postings
- Advertise all employee job openings using both print and digital resources
- Sort, manage, and track paper and electronic applications for all division positions--certified and non-certified
- Schedule candidate interviews
- Notify candidates of application/employment status
- Manage employee recruitment and hiring information
- Conduct initial employee orientation to ensure the completion of background check, benefit application, and tax forms as well as any other required documents
- Prepare and submit teacher certification forms to the Virginia Department of Education
- Maintain record of teacher licensure status, including teacher certification points, endorsement areas, and licensure expiration date for all certified district personnel
- Enter and maintain personnel records
- Maintain substitute teaching database
- Prepare reports pertaining to human resource management programs and activities
- Provide general clerical and administrative support for human resources programs and activities
- Assist with the development, maintenance, updating, editing, and proofing of District's social media sites (Facebook, Twitter, blog, etc.) as directed
- Perform other related duties as assigned