



HUMAN RESOURCE SPECIALIST

Academica West, an established charter school management company located in Kaysville, Utah, provides charter schools with comprehensive management services. We ensure a professionally managed and operated school that meets the requirements of the schools' contracts, local ordinances and State and Federal Laws.

Get to Know the Team and Our Culture:

Our culture and performance are centered around our values and guiding principles, which are:

- **Values** – What we use to guide our internal actions, interactions, and decision making at our company.
 - Integrity & Accountability:
 - We trust and are trustworthy. We are honest and ethical. We are transparent. We own our work.
 - Quality Relationships:
 - We communicate and collaborate in order to create open, transparent, effective working relationships. We support and encourage each other. We build friendships and have fun together. We integrate new people. We relate with empathy and recognize people's humanity.
 - Continuous Improvement:
 - We engage in and support ongoing personal & professional learning, growth & development. We work together to continuously improve our processes & capabilities to adapt to changing needs.
- **Principles** – What we use to guide our external, client-focused actions, client interactions, and decision making.
 - Integrity, Ownership and Commitment:
 - We build trust by operating legally, ethically, and honestly. We take full responsibility and ownership for our work. We provide a stable, reliable foundation for our clients.
 - Sounds Relationships:
 - We communicate respectfully and transparently with clients. We collaborate with our clients in order to make their jobs easier and allow them to accomplish their missions. We operate with respect and empathy for our clients.
 - Quality and Efficiency:
 - We strive to meet or exceed our clients' expectations by providing high quality services in the most efficient manner we can.



What you Will Get To Do:

- Ensure operational excellence and alignment with our organizational mission.
- Serve as the human resource subject matter expert throughout the employee lifecycle.
- Operate as a human resource team player, identifying strategies and methods to support our workforce needs.

Why You Will Love It Here!

- **Flexibility:**
 - Full-time
 - Hybrid Work Model
 - Business Casual Dress Code, including jeans
- **Compensation:**
 - Salary range \$35,000 - \$45,000, depending on candidate's experience and qualifications.
- **Your Future:**
 - 401k Program
 - Professional Development Reimbursement
- **Work/Life Balance:**
 - Flexible Paid Time Off
 - Paid Holidays
- **Your Wellbeing:**
 - Medical, Dental, Vision, Employee Assistance Program, Parental Leave, and supplemental benefits
 - We support and encourage health and wellness. We provide free, onsite gym access.
- **Diversity & Inclusion:**
 - Committed to Welcoming, Celebrating and Thriving on Diversity
- **Training:**
 - Hands-On, Team-Customized, etc.

Interested and qualified candidates should email a resume to: careers@academicawest.com.

Academica West is an Equal Opportunity Employer.