



ACADEMICAWEST

HUMAN RESOURCE SPECIALIST

Academica West, an established charter school management company located in Kaysville, Utah, is now accepting applications for a full time Human Resource Specialist to work with charter schools contracted with Academica West in a variety of capacities. Duties associated with this position include, but are not limited to:

- Data entry for Human Resource Management System
- Administer background checks
- Ensure compliance and reporting with educator licensing
- Assist with the creation of employment agreements
- Assist in the completion and collection of new hire paperwork, including I-9 audits
- Assist with FMLA compliance
- Calculate retention data
- Assist in maintaining up-to-date HR records
- Provide customer service functions in the areas of human resources with school staff
- Communicate effectively within the organization
- Other duties and special projects as assigned

Bachelor's Degree in Human Resources, Employee Relations, Business, or related field is preferred. Preference will be given to candidates with HR experience. Proficiency using Microsoft applications and professional demeanor are essential for this position, as are exceptional communication skills. Candidates should be able to work well in a collaborative team environment. Preferred candidates will also have the ability to work independently and with little supervision.

Salary will be dependent upon experience and credentials. Position will be full time.

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

Academica West is an Equal Opportunity Employer.