



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Staffing Associate
<b>Payroll/Personnel Type:</b>	12 Months
<b>Reports to:</b>	Human Resources Generalist

**Position Summary:**

The Staffing Associate is responsible for the administrative support of day-to-day human resource operations. This role involves assisting employees and customers in obtaining information, completing human resource transactions, and onboarding new employees into the district.

**Essential Functions:**

- Provides customer service to internal and prospective employees using strong written and verbal communication skills
- Maintains a database of frequently asked questions to support employees with common questions and answers
- Assists prospective candidates in completing online employment applications
- Performs a wide range of duties relative to the scanning, processing, and maintenance of physical and electronic personnel records and reports
- Creates new employee electronic personnel files and files papers and documents into appropriate physical employee files
- Assists with new-employee orientation
- Conducts virtual and in-person meetings with new (and returning) employees to complete the onboarding process and collect required documentation
- Using HRIS systems, processes and updates employee records (change of address, separation, and status changes)
- Completes I-9 verification for new hires and maintains I-9 records
- Submits applicant investigation requests and assist with new employee background checks
- Responds to reference checks and verifications of employment status
- Maintains high standards of confidentiality of all employee records and information
- Conducts regular audits of school and departmental rosters and notifies HR Generalist and/or Staffing Director of any discrepancies. Proactively corrects errors as they are detected
- Assists in organizational training and development efforts
- Accompanies HR leaders on school/department visits as requested
- Assists employees and supervisors with basic interpretation of HR policies and procedures
- Provides clerical and operational support to human resource staff
- Actively participates in meetings as requested
- Performs other duties as required

**Knowledge, Skills and Abilities:**

- Strong written and oral communication
- Ability to follow a multi-step process with precision and fidelity
- Ability to digest large amounts of data and summarize findings accurately
- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Ability to read and interpret documents and instructional videos such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to speak effectively before groups of customers or employees of the organization
- Ability to write routine reports and correspondence
- Ability to work independently and collaboratively
- Ability to dissect and communicate detailed steps in a process



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- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

**Experience:**

- A minimum at least four years of customer service is required
- Experience working in the human resource field is preferred
- Ability to read and interpret documents such as standard operating instructions and procedure manuals
- Ability to communicate ideas and information very clearly and concisely
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to key data into software systems efficiently and accurately
- Ability to create and maintain basic spreadsheets, databases, and word processing documents

**Education:**

- Bachelor’s degree required
- aPHR, PHR, or SHRM-CP preferred

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***