

Job Title: Part-Time HR Support Specialist

Reports to: Superintendent

Position Type: Part-Time, Classified Staff

Location: North Gem School District Office

Hours: Flexible (10–19.5 hours per week), based on district needs

Position Summary:

The Part-Time HR Support Specialist provides administrative support in the areas of employee onboarding and offboarding, timekeeping, benefits coordination, and compliance reporting. This position plays a critical role in maintaining the accuracy and timeliness of HR, payroll, and state submissions. The HR Support Specialist will also assist with cross-functional office support and receive cross-training in business management duties to ensure coverage and operational continuity.

Essential Duties and Responsibilities:

Human Resources and Payroll Support

- Enter new hires and process terminations in Employee Manager (payroll) and Employee Navigator (benefits).
- Track and assist with timeclock entries or manual timecards for classified staff.
- Coordinate monthly register changes and insurance documentation for submission to OGI by the 5th of each month.
- Support PERSI enrollment for eligible employees and assist with related documentation.
- Track and prepare teacher certification materials, including alternative authorization routes.
- Coordinate with the ISEE Coordinator to provide accurate staffing and HR data for timely state reporting.

Administrative and Office Support

- Maintain organized and up-to-date personnel files, both physical and digital.
- Perform general filing and administrative tasks related to employee records and compliance documentation.

- Respond to staff questions regarding benefits, timecards, or employment status with professionalism and accuracy.
- Provide support to the Business Manager with data entry, document review, and file management as needed.

Cross-Training and Flexibility

- Receive cross-training in business office functions to provide coverage when needed, including support with budgeting, reporting, and finance-related filing.
- Assist with general office operations and serve as a backup in areas such as reception, data entry, and scheduling.
- Participate in team meetings and professional development opportunities related to HR and business office operations.

Qualifications:

Required:

- High school diploma or GED
- Strong organizational and attention-to-detail skills
- Experience with Microsoft Office and Google Suite
- Ability to maintain confidentiality and handle sensitive information professionally

Preferred:

- Previous experience in HR, payroll, or office administration
- Familiarity with school operations, ISEE, PERSI, or state HR reporting systems
- Knowledge of Idaho education employment laws or benefit programs (OGI, PERSI)

Compensation and Benefits:

- Hourly wage based on experience and qualifications

- Flexible schedule to support work-life balance
- Opportunity for long-term growth and expanded responsibilities within the district

Application Process:

Complete classified application, submit a resume, and references to the North Gem School District Office. Position open until filled.