

# Assistant Human Resources Generalist

## Minimum Qualifications:

College Degree

At least one year experience in HR preferably in a school system

Ability to prioritize and organize work

A clear record as determined by the Ohio Bureau of Criminal Investigation and the Federal Bureau of Investigation

## Specific Duties and Responsibilities

- Processing new hire and terminated employee paperwork
- Knowledge of EMIS and SOES reporting
- Knowledge of unemployment claims
- Responsible for Bureau of Worker's Compensation claims and processing
- Responsible for tracking and reporting on the Substance Abuse Policy
- Answer staff questions and concerns within 24 hours.
- Additional duties as requested by the Primary HR Generalist, Benefit Coordinator, or HR Director
- Protect the good name of Summit Academy Management at all times
- Ensure that all decisions and procedures follow the mission, as well as the State and Federal laws.

If interested in applying, please forward your resume to Brandy Boland at [brandy.boland@summitacademies.org](mailto:brandy.boland@summitacademies.org)