



Available Position: Human Resources Associate/Generalist
Department: Human Resources
Reports to: Director of Human Resources
Full/Part-time: Full-time
Date Posted: July 13, 2023
Start Date: Open Until Filled

About The Trinity Preparatory School of Florida:

Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School in grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience

Position Description:

The role of the human resources associate performs a variety of human resources tasks and requires extensive multi-tasking abilities. Strong interpersonal skills are necessary, as this individual is communicating with all constituents. This individual must be a self-starter and driven problem-solver. Professionalism is expected in appearance and demeanor, and maintaining confidentiality is a must. Effective phone, computer, and organizational skills; ability to prioritize workload and multitask are essential. This position will remain open until filled.

The Human Resources Associate/Generalist will exemplify Trinity Prep's four Core Competencies that apply to all employees of the organization:

- Ensures Accountability
- Communicates effectively
- Cultivates Innovation
- Demonstrates Self-Awareness

Duties and Responsibilities:

- Support all Human Resources functions including new faculty and staff onboarding, background checks and benefit administration.
- Manage and maintain the schools human resources records which include personnel files and databases.
- Assist new faculty and staff with benefit enrollment.
- Assist with data entry in to the schools HRIS/ ADP and LMS/ Veracross
- Ability to work effectively in an environment with many interruptions, have exceptional interpersonal skills, and multitasking capability.
- Demonstrate tact, integrity, maturity, professionalism and respect for others, both internally and externally.
- Assist with annual benefits renewal and open enrollment.
- Maintain vacation, sick and personal time reporting for employees.
- Crosstrain and provide payroll processing backup to the Business Office as necessary.
- Knowledge of federal and state employment laws and regulations.
- Provide support to the Director of Human Resources as needed.
- Must be a strong team player and assist other departments and staff as needed.

Qualifications and Experience:

- Bachelor's degree from an accredited institution or the international equivalent with a focus in a related field.
- PHR and/or SHRM-CP certification required
- Promotes an inclusive environment that values, encourages, supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Strong interpersonal skills are necessary as this individual is communicating with faculty, staff, and administration.
- Knowledge of database software, HRIS, email systems and Google Office software.
- You must be a self-starter and driven problem-solver.
- Effective phone skills, advanced word processing and computer skills are a must.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:

- CPR/AED/First Aid are able to be gained upon hiring.

Application Requirements:

- Interested candidates should complete an application through the below link:
[APPLY NOW](#)

Benefits:

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

Employee Nondiscrimination Policy:

- Trinity Preparatory School is an Equal Opportunity Employer.