



**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 Month
<b>Job #:</b>	8883
<b>Reports to:</b>	Human Resources Generalist
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**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



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- 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
- 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 significant degree

**Working Conditions and Environment:**

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

**Disclaimer:**

