



Human Resources Assistant

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for others” in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California, invites applications for a part-time Human Resources Assistant. The HR Assistant will primarily provide administrative assistance to the Human Resources team and will assist in the areas of worker’s compensation, employee benefits, billings, and report generations. Reporting to the Human Resources Manager, the HR Assistant will also work closely with colleagues within the Business Office and will be an integral part in the preparation and execution of the work related to onboarding summer school employees.

Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Reconcile employee benefit billings on a monthly basis
- Prepare workers’ compensation reports
- Assist in updating and maintaining employee records, which includes updating and entering data in ADP Workforce Now
- Assist with recruitment efforts (e.g., job posting, basic phone screening, and scheduling interviews)
- Perform file audits to ensure all required employee documentation is collected and maintained
- General filing
- Provide effective service to fellow colleagues, including following up on questions or inquires
- Assist with reception coverage as needed
- Assist with projects as assigned
- Other duties or responsibilities as assigned

Minimum Qualifications/Skills:

- Excellent organizational skills
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with internal and external constituents
- Sound judgment (including maintaining confidentiality), the ability to analyze problems quickly and accurately, and the ability to develop practical and effective solutions to solve a variety of problems
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects/within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Ability to perform the job safely with respect to others, property, and individual safety

- Ability to effectively read and interpret information, present data in a resourceful manner, and gather and analyze information
- High School Diploma or GED

Preferred Qualifications:

- Pursuit of or completion of Bachelor's Degree in Business Administration, Accounting/Finance, or related field
- Prior Human Resources experience specifically in the responsibilities mentioned above
- Experience with Office 365

Physical Requirements:

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to safely and comfortably travel around the Bellarmine campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen, often for extended periods of time

General Information:

- This position is classified as supplemental, non-exempt
- This position is not eligible for benefits
- Flexible hours up to 19 hours per week

To Apply Online: Please complete the *Bellarmino Staff Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating "HR Assistant" in the subject line of the e-mail.

To Send by Mail: Bellarmine College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA 95126

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
