



Nevada State High School
★ Public Charter School ★

Human Resource Manager

Our Mission: Nevada State High School (NSHS) supports students in a college environment with personal, academic and social skills to successfully transition to college using a proven process developed over 15 years.

NSHS is a fast growing public charter school network in Nevada hosting one central office and serving approximately 900 11th and 12th grade students in six (6) locations. NSHS continues to meet the community’s demand of preparing high school students to attend college without having to take remedial coursework.

The Human Resource Manager is a valued member of Finance and Operations Team and will provide support under the specific functions of employee recruitment/retention, compliance, training/development, payroll deductions/declarations, and overall support. Recruiting and retaining the “right people for the right seats” is a key component of this position. This position reports to the Director of Finance and Operations and is responsible as a generalist to perform many different job duties in human resources. This positions requires someone with a high degree of accuracy, timeliness, and production across the primary functions above.

Employee Value Proposition:

Table with 2 columns and 2 rows detailing employee value propositions: Cultural Fit, Total Compensation and Rewards, Working Environment, and Professional Growth.

Qualifications:

- 1) Earned Bachelor’s degree in Business, Communications, Psychology or 3 – 5 years of relevant experience
2) Demonstrated knowledge of personnel administration to establish and maintain an effective workplace
3) Demonstrated ability and advanced proficiency in presentation skills, MS Excel, and workplace laws
4) Eligible to pass all federal and state background checks/fingerprinting

To apply: Candidates are asked to submit the following: 1) NSHS application, 2) resume, and 3) transcripts and/or applicable license(s)/endorsement(s). Please scan and submit all documents through the school’s help ticket portal here: http://help.earlycollegenv.com NO HARD COPIES OR EMAILS.

Hiring Process and Timeline: NSHS is an equal opportunity employer. Candidates can find the NSHS application and the hiring process here: https://earlycollegenv.com/career-opportunities/

CLOSING DATE: Open Until Filled