



Nevada State High School
★ Public Charter School ★

Human Resources Manager

Mission: To support students in a college environment with personal, academic, and social skills.

Vision: Every Student College Ready.

NSHS is a fast-growing public charter school network in Nevada hosting one central office and serving more than 1,000 11th and 12th grade students in eight (8) locations. We continue 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 roles of recruitment/retention, employee compliance, training/development, payroll deductions/declarations, and overall support. This position reports to the Director of Finance and Operations and is responsible as a generalist to perform all human resources duties. This position 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. Top-left: Cultural Fit (Core Values, Core Focus, Our Niche). Top-right: Total Compensation and Rewards (Pay and Benefits, Incentives, Note). Bottom-left: Working Environment. Bottom-right: Professional Growth.

MINIMUM QUALIFICATIONS

- 1) Earned Bachelor's degree in Human Resources, Business, Management, or related discipline and three (3) years of relevant experience.
2) Demonstrated ability and advanced proficiency in presentation skills, MS Excel, and workplace law.
3) Eligible to pass all federal and state background checks/fingerprinting.

PREFERRED QUALIFICATIONS

- 1) Current SHRM - CP/SCP, PHR, SPHR certification and/or master's degree.

To apply: Candidates are asked to submit the following: 1) NSHS application, 2) Resume, and 3) Transcripts and/or applicable diploma(s)/degree(s)/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