



Nevada State High School
★ Public Charter School ★

Human Resource
Coordinator

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 approximately 1,000 11th and 12th grade students in nine (9) locations. NSHS continues to meet the community's demand of preparing high school students to attend college without having to take remedial coursework.

Under the leadership at the Institute for Program Integrity (IPIA) and Accountability, the Human Resource Manager is responsible for Duties Tasks and Support, Recruitment/Retention, Employee Compliance, Training/Development, and Employee Deductions/Declarations. Other duties as assigned. This position is a generalist and 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 (Our daily work is connected to a higher purpose... Core Values: OWN IT: Take responsibility... UPHOLD OUR PROVEN PROCESS: Maintain integrity... CONTINUALLY IMPROVE: Motivation to improve self and others... Core Focus: To provide opportunities for student success in a real college environment). Top-right: Total Compensation and Rewards (Pay and Benefits: \$40,000 - \$60,000 Medical, dental, vision, LTD... Incentives: Annual performance pay structure \$3,000 - \$10,000... NOTE: \$40,000 could be a base of \$67,000 in 6 years). Bottom-left: Working Environment (NSHS has strong leadership that develops a culture of high expectations... Staff proposes their work schedule each month and are motivated by a "my kid standard."). Bottom-right: Professional Growth (Most Fridays, staff conduct collaboration, feedback, training, and professional growth... Professional development is in the school's DNA...).

Qualifications:

- 1) Earned Bachelor's degree in Human Resources, Business, Management, or related discipline and/or three (3) years of relevant experience.
2) Demonstrated ability in workplace law and adult presentation skills.
3) Demonstrated ability and advanced proficiency in keyboarding and Microsoft Office Suite;
4) Eligible to pass 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