



**Job Title:** Human Resource Manager

**Start Date:** Mutually agreed upon

**FLSA Status:** Exempt (Salaried), Full-Time, year-round

**Position Summary:** The Human Resource Manager is responsible for managing and implementing all aspects of HR, to include: recruiting, benefits administration, employee relations, compensation, compliance and legal. The HR Manager will aid senior management by providing guidance in all aspects of Human Resources using appropriate discretion and independent judgement. Additionally she/he will articulate HR needs and objectives to supervisors and employees. This position reports to the Director of Finance.

**Key Responsibilities:**

- Ensures legal compliance by monitoring and implementing applicable federal and state HR requirements, conducting investigations, and maintaining legal records
- Builds and effectively manages interpersonal relationships and conflict resolution skills at all levels
- Works with outside legal counsel on personnel issues when necessary
- Assists supervisors with employee performance issues; aids with disciplinary issues including the termination of employees and the performance of exit interviews
- Possesses in-depth knowledge of labor law and HR best practices
- Acts with integrity, professionalism and confidentiality
- Effectively recommends updates to workplace policies annually
- Serves as the school's on-site coordinator for the Archdiocese of Milwaukee's Safe Environment program and ensures compliance with its requirements
  
- Is responsible for all aspects of onboarding new employees including new-hire benefit orientation and the distribution and collection of required employment, benefit and payroll forms
- Enrolls employees in benefit programs and makes updates as necessary
- Analyzes changes in benefits and details financial impact; provides communications to employees on changes

**Supervision Received:** This position is supervised by the Vice President of Finance

**Job Requirements:**

The position requires at least 5 years of experience in Human Resources. Bachelor's degree is required; SHRM certification is preferred.

**Working Environment:**

This is a 12-month position that demands frequent contact with others, requires the use of computer and office equipment, and may involve repetitive motion.

**To apply for this position:**

Please send a cover letter and resume to:

Bert Duerrmeier, VP of Finance:

[duerrmeier@muhs.edu](mailto:duerrmeier@muhs.edu)