



Position Title: **Human Resources Coordinator and Administrative Assistant to the CFO**

Last Updated: April 2026

Reports To: Human Resources Director and the Chief Financial Officer

Status: Full-Time Permanent
Non-Exempt; Hourly

Schedule: Calendar Year; Monday through Friday
Base 40 hours per week; Actual hours will be assigned per the needs of the department
Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible - No

Summary Description: This position provides all facets of support to the Human Resources Director and the Chief Financial Officer.

Essential Functions:

Support the Human Resources Office (*75% of effort*)

- Assist HR Director with the operations of the office, included, but not limited to:
 - Daily operation of the Human Resources Office
 - Placement of ads for position openings
 - CORI and/or background checks
 - Annual updates to the Employee Handbook and Faculty Supplement
 - Maintenance of the employee database (Veracross)
 - Maintenance of the applicant tracking system
- Implement various processes and procedures necessary to effectively support the human resources department
- In coordination with the Director, assist the campus community with all hiring for the school
- Maintain HRIS (BambooHR) and serve as system administrator
- Coordinate the dissemination of employee surveys, compile and analyze the results, and work with the HR Director and senior administrators to implement changes
- Manage the annual performance review process
- Create monthly all-employee internal newsletter
- Manage and maintain content on the school's Employee Portal
- Manage updates to the employee Campus Directory on the school's external website
- Prepare new hire packets; disseminate to applicable new employees upon their engagement with the School
- Meet with new and/or prospective candidates to review paperwork and benefits
- Track the return of all new hire employment documents on a time sensitive basis
- Organize annual training sessions and track mandatory attendance for Harassment Awareness/Boundary Training and other school-wide employee training
- Track compliance reporting of non-dormitory housing residents
- Maintenance of personnel files; file appropriate documents into personnel files on a timely basis
- Manage ordering and distribution of employee name tags and business cards
- Prepare Workman's Comp claims with carrier and maintain files for annual reporting as necessary
- Stay informed regarding human resource developments, federal and state compliance, and trends in the academic industry

- Assist with general Human Resources office duties such as data entry, correspondence, filing, record keeping, mailings, and general communications, on as needed basis
- Answer phone calls from the main Williston number and direct calls to appropriate parties
- Provide general information and directions to community and general public as necessary
- Sort incoming and post outgoing mail; assist faculty and staff with outgoing mail (regular, express, priority, and international); replenish postage and manage maintenance of postage machine as necessary

Support the Chief Financial Officer (*25% of effort*)

- Provide poised and resourceful administrative assistance to the Chief Financial Officer (CFO) including, but not limited to, creating and managing correspondence, creating and managing forms, organizing information, preparing reports, managing schedules, completing special projects when requested, etc.
- Schedule and organize meetings for the CFO as requested
- Serve as point of contact for the Office of the CFO, screening all incoming calls and correspondence, including requests for appointments, determining their urgency and nature, and directing those appropriate to the CFO
- Assist CFO as needed with travel reimbursements
- Serve as clearinghouse for employee questions related to the Business Office
- Interact on a daily basis with external contacts and visitors, as well as employees at all levels of the school
- Produce and maintain confidential records, documents, and correspondence used for meetings and projects
- Act as a liaison with various programs, departments, and outside groups, including the Board of Trustees, Head of School, and other members of the Senior Administrative Team
- Organize Board of Trustee Audit Committee, Facilities Committee, Finance Committee, and Investment Subcommittee meetings
- Maintain, and update filing systems for the Business Office; retrieve information from files upon request
- Under the guidance of the CFO, develop and implement various processes and procedures necessary to effectively support the business operations of the school
- Attend Board committee meetings and prepare meeting minutes
- Work independently and within the Business Office team on special nonrecurring and ongoing projects
- Attend and actively participate in all Business Office staff meetings and other required meetings

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as assigned by the Human Resources Director and/or the CFO

Qualifications:

- High School diploma required, associate or bachelor's degree preferred
- Minimum of 4-6 years' experience in similar position, preferably in a non-profit or educational setting
- Strong ability to use discretion and maintain confidential information
- High degree of professionalism
- Excellent communication skills
- Ability to prepare concise and grammatically correct written communication
- Must have excellent verbal and written communication skills and be highly organized
- Must be able to work intuitively and independently on multiple projects simultaneously and work well under limited time constraints
- Solid working knowledge of Microsoft Office Products, including Word, Excel, and the Internet
- Must possess excellent computer abilities and skills, with keyboard speed and accuracy
- Demonstrated interpersonal and communication skills required to successfully interact with diverse staff, faculty, students and other constituents of the School

- Commitment to the culture, tradition and philosophy of the educational mission of a residential secondary school
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must participate in annual harassment awareness training as a condition of employment
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Having a cell phone is an expectation of employment at Williston, not only for communication purposes, but also for the school's emergency protocols
- Possess a valid driver's license
- Regular and consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Can move about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Can remain in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attend school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative role performing duties in a typical office setting and thus is exposed to minimal adverse working conditions

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.