



**CRISTO REY**  
JESUIT HIGH SCHOOL

## **Cristo Rey Jesuit High School Position Description**

**Job Title:** Human Resources Manager  
**Reports To:** President  
**Location:** 2924 4th Ave S, Minneapolis, MN 55408  
**FTE/Classification:** Full-time, Exempt/Non-exempt

**Primary Functions:** The Human Resources Manager manages the day-to-day operations of all human resources functions, responsibilities and duties. The HRM is responsible for all functional areas of HR including but not limited to; full cycle recruiting, employee relations management, performance management, policy creation and administration, staff training and development, compensation and benefits administration, HR regulatory compliance, tactical planning, and policy interpretation in a manner that aligns to organizational goals and needs.

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### **Organization Summary**

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Cristo Rey Jesuit High School is a rapidly growing high school located in the Phillips neighborhood of south Minneapolis. Our mission is to serve and educate under-resourced students and families in the Jesuit tradition as a Catholic, College and Career Preparatory School. Now in our tenth year, we have 455 students and a \$6.2 million budget. We plan to reach maximum enrollment of 500 in 2018.

Cristo Rey Jesuit High School is part of an expanding national Cristo Rey Network where each student works one day per week in an entry-level corporate job to develop technical and professional skills while earning half the cost of their education. There are currently 32 similar high schools across the country, with two being added each year. Those schools have 10,000 students and have produced 10,000 graduates. The Network goal is for 70% of graduates to achieve a college degree within six years of high school graduation.

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### **Essential Duties and Responsibilities**

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#### **Recruitment & Onboarding**

- Full Cycle Recruitment
- Manage New Hire Orientation and On boarding process

#### **Benefit Management**

- Administers all employee Benefits
- Benefits liaison
- Administer, monitor, & maintain Workman's Compensation, Unemployment & COBRA benefits
- FMLA Administration and Compliance

## **Compensation Management**

- Administer compensation
- Administer 401K
- PTO Maintenance

## **Policy Management**

- Review, revise and maintain Employee Handbook/Policy Manual
- Serve as Policy SME for all staff and faculty
- Compliance

## **Employee Relations Management**

- Investigate, document and resolve all employee relations matters in partnership with President, Principal and/or department Director
- Resolve all ER matters in an efficient, effective manner
- Head all Legal HR Investigations

## **Performance Management**

- Create and maintain non-faculty Performance Management Systems
- Progressive Discipline Maintenance

## **Training & Development**

- Plan, schedule and implement employee trainings
- Assist Directors in the development of staff
- Create trainings that assist in the overall professional development of staff

## **Occupational Safety & Health Administration (OSHA) Management**

- Establish and maintain Safety Program
- OSHA

## **Legal Compliance**

- Ensure legal compliance
- Serves as HR Representative in all legal matters

## **Administration**

- Maintain company organizational charts, employee directory and filing system
- Create and maintain staff position descriptions
- Provide reports as required to the President and Board
- Maintain historical human resource records
- Maintain Employee Handbook/Policy Manual
- Complete VIRTUS Trainer Training

- Serve as primary VIRTUS Trainer for all CRJHS staff

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### Requirements

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- Bachelor's or higher academic degree
- At least three years' experience in Human Resources of related field
- Ability to communicate effectively both orally and in writing
- Commitment to the mission of Cristo Rey Jesuit High School
- Ability to support the Catholic and Jesuit character of the school
- Working knowledge of Microsoft Office Suite and basic office systems
- Ability to read, write, and speak English fluently and professionally
- Ability to prioritize multiple projects and requests
- Excellent organizational and time management skills
- Understand the importance of handling confidential information

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### Additional Information

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Salary commensurate with experience. Excellent benefits: health, dental, life, short-term and long-term disability insurance, 401k, and generous paid time off and holidays.

This position requires interaction with students, faculty, staff, and visitors.

**To apply:** send your cover letter, resume and salary requirements to Jeb Myers at [jebmyers@crstoreytc.org](mailto:jebmyers@crstoreytc.org) .