

**EMPLOYMENT OPPORTUNITY**  
**Arrupe Jesuit High School**  
**Denver, CO**  
**HR Generalist, Business Office**



**About Arrupe Jesuit:**

Arrupe Jesuit High School is a Jesuit Catholic, co-educational, college preparatory school sponsored by the Jesuits of the USA Central and Southern Province. Arrupe Jesuit serves economically disadvantaged students from throughout the metro Denver area. By enhancing the human, intellectual, social/emotional and spiritual capacities of our students through a rigorous, innovative and affordable college preparatory education, we offer hope for a brighter future to some of Denver's neediest youth. Our goal is to empower graduates who will continue their education and return as leaders in their communities.

**Position:**

The Human Resources Generalist will work closely with Arrupe's external HR consulting partners to execute against all HR-related duties. This position carries out responsibilities in the following functional areas: Total rewards administration (benefits, compensation, 403b), payroll processing, employee relations, performance management, recruitment, on-boarding and off-boarding, policy implementation, training, worker's compensation, employment law compliance, HR program support and project execution.

**Primary Responsibilities:**

- Support the HR needs of the school in partnership with both faculty and non-faculty leaders
- Partner with leaders to support employees throughout the employee lifecycle; recruitment, on-boarding, performance management, employee development, off-boarding and more
- Enhance and conduct orientation and training on an ongoing basis
- Ensure all new hire paperwork is complete and accurate
- Manage off-boarding process including participating in termination conversations, conduct exit interviews, prepare separation communications, ensure accurate final pay, etc.
- Administer processes and maintain records of transactions such as new hires, promotions, performance reviews, terminations, and employee statistics for reporting
- Partner with employees and managers to communicate various human resource policies, programs and practices
- Field and resolve general HR-related questions; escalate issues and partner with appropriate leadership and consulting partners as needed
- Collaborate with internal stakeholders and external consulting partners to create internal process improvements
- Administer benefits and respond to employee inquiries regarding questions; partner with benefits broker as needed regarding employee questions, compliance and open enrollment planning and execution
- Partner with Business Manager in annual review, comparison and selection of benefits broker and offerings

- Recruit, interview and facilitate the hiring of qualified job applicants for open positions; collaborate with department leaders to understand skills and competencies required for openings
- Support the implementation of HR strategies, programs and initiatives to enable the achievement of short and long-term organizational objectives
- Manage leaves of absence and ensure compliance with FMLA
- Support employee relations issues, perform investigations and track outcomes
- Provide guidance to managers regarding performance management
- Participate in training initiatives for the organization
- Process unemployment and worker's compensation claims, manage reporting and represent the company if necessary
- Accurately process payroll, maintain payroll records and support employees with payroll-related questions and concerns
- Maintain compliance with federal and state regulations
- Perform other duties as required and assigned

**Minimum Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or related field
- Two (2) to four (4) years of human resources experience
- Understanding of and commitment to upholding the Jesuit, Catholic values and mission of Arrupe Jesuit High School

**Preferred Qualifications:**

- Ability to establish relationships and build trust
- Strong written and verbal communication skills
- Excellent interpersonal skills and the ability to build relationships
- Strong knowledge of Microsoft Office Suite and Google platform
- Proven ability to prioritize and manage needs
- Ability to provide excellent customer service to employees and other stakeholders
- Demonstrated ability to be an effective, proactive problem solver; resourceful, collaborative and forward thinking
- Strong organizational skills and ability to manage time effectively in a fast-paced environment
- aPHR, PHR, SHRM-CP or similar certification

**Compensation:**

- Position is full-time, year-round with occasional night and weekend work
- Salary is commensurate with experience, with a target range of \$60,000 - \$70,000
- Full benefit package including health, dental, vision, long-term disability, 403b retirement plan, life insurance, sick leave, paid vacation and holidays

**Reports To:**

Business Manager, Business Office

**Contact:**

Please submit your application and resume to [careers@curahr.com](mailto:careers@curahr.com)