



Position Vacancy Announcement

Title: Human Resources Administrative Assistant

Reports to: Human Resources Manager

Anticipated start date: March 2, 2026

Location: PCS Central with occasional travel to PCS West

About our schools

Provident Charter School (PCS) Central in Pittsburgh, PA, is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright but struggle with reading, writing, and sequencing. PCS Central opened at the start of the 2016-2017 school year and has students in Grades 2-8. Located on the city's North Shore, the school enrolls about 330 students from over 42 districts in the Pittsburgh area.

Provident Charter School (PCS) West in Baden, PA, is also a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. This second location opened in August 2023 and has students in grades 1-6 from Beaver County and surrounding areas. Over the next four years, this school will increase its capacity to serve about 360 students in Grades 1-8.

Position Description

The Human Resources Assistant provides administrative and operational support to the Human Resources department, which services both school locations. This role assists with employee processes, including recruitment, onboarding, record management, benefits administration, payroll, and general HR operations. The HR Assistant helps ensure efficient, accurate, and confidential handling of personnel information while supporting a positive organizational culture.

Required Qualifications

1. Bachelor's degree preferred; equivalent experience in human resources will be considered.
2. Ability to maintain confidentiality and exercise discretion.
3. Strong communication and interpersonal skills.
4. Proficiency in Microsoft Office, Google Suite, and HR information systems.
5. Ability to obtain and maintain required PA clearances.

Primary Responsibilities:

Recruitment & Hiring Support

- Assist with posting job openings, screening applications, and coordinating interviews.
- Communicate with candidates regarding scheduling and hiring processes.
- Prepare hiring documents and maintain applicant tracking records.

Onboarding & Employee Support

- Coordinate onboarding for new hires, including documentation and orientation scheduling.
- Maintain employee personnel files and ensure compliance with organizational and legal requirements.
- Assist employees with general HR inquiries and direct them to appropriate resources.

HR Administration

- Maintain accurate employee records.
- Process employment status changes, contracts, and personnel forms.
- Support payroll processes and assist with benefits administration.

Compliance & Reporting

- Maintain confidentiality of sensitive employee information.
- Maintain tracking for employee certifications and clearances.
- Assist with audits, reporting, and regulatory documentation as needed.

Office & Organizational Support

- Prepare HR-related correspondence, reports, and internal communications.
- Participate in HR projects and initiatives as assigned.

Terms of Employment: Full-Time (12) month position.

Salary, Benefits, and Provident Perks:

We believe in supporting our staff as holistically as we support our students. For this 12-month position, we offer a competitive compensation package:

- Starting Salary: \$43,000 (commensurate with experience)
- 10% Retirement Contribution: an exceptional employer-paid retirement contribution equivalent to 10% of your salary.
- Free Lunch: Lunch for staff is available daily at no cost.
- Paid Parental Leave: We support our growing families with paid maternity and paternity leave.
- Education Support: We invest in your future through tuition reimbursement and consistent, high-quality professional development opportunities.
- Comprehensive Insurance:
 - 100% Employer-Paid: Dental, Vision, and Life Insurance.
 - Significant Health Contribution: The school provides a substantial employer contribution toward your medical health insurance premiums.

How to Apply:

Interested candidates should email a cover letter & resume to Elizabeth Swartz, Human Resources Manager, at eswartz@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.