



# HR Administrator – Licensed Job Posting

## HR Administrator-Licensed Posting

JORDAN SCHOOL DISTRICT has an immediate opening for a Human Resource Administrator supporting Licensed employees. Please refer to the details below:

### General Function:

The Human Resource Administrator – Licensed is responsible for the recruitment, employment, placement, retention and licensure of licensed personnel and for the management of related personnel services. Will provide guidance and assistance to administrators and employees regarding employment, recruitment, employee discipline, training, leaves, policy interpretation or other related areas. Will assist in the development, implementation and direction of programs under the supervision of the administrator.


### Qualifications:

- Master's Degree in human resources, business or an administrative license in education with an interest in human resources.
- Five years of administrative or leadership experience in human resources, business or education.
- Knowledge of USBE licensing guidelines preferred.

Position Closes May 8, 2022 or until filled. Selected applicants will be interviewed.

If you are interested in this HR Administrator opening, [click here to apply!](#)

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