Operations & HR Assistant

Role: Operations & HR Assistant
Location: Hybrid (Remote Most Days & 2 Office Days per Month)
Reports to: Chief Operating Officer (direct), Executive Director (in-direct)
Direct Reports: None
FLSA Status: Non-Exempt

Position Overview

The Operations & HR Assistant at Odyssey Online Learning plays a key support role in both human resources and daily operations within a virtual educational environment. This position is responsible for assisting with HR processes, coordinating travel logistics, and supporting operational workflows, including financial documentation and scheduling. This is a primarily remote position with required travel to the office in Chapin, SC twice monthly. Additional travel may be required for school events, professional development, and meetings as assigned.

Key Responsibilities

1. Recruitment & Staffing

- Assist in the recruitment process for teachers, administrative staff, and support personnel
- Post job openings, screen applications, and coordinate interview scheduling
- Conduct reference checks and background screenings
- Support onboarding processes to ensure a smooth transition for new hires
- Maintain and update candidate databases and talent pipelines

2. Employee Relations & HR Support

- Serve as a first point of contact for general HR-related questions
- Escalate complex HR concerns to the COO as appropriate
- Assist in fostering a positive and supportive work environment
- Provide guidance on policies, procedures, and general HR processes
- Support basic HR functions such as employee communications, documentation, and follow-ups

3. Compliance

- Maintain working knowledge of employment laws and HR best practices
- Assist in ensuring compliance with federal, state, and local regulations
- Track and maintain required documentation (certifications, background checks, etc.)

- Support audit preparation and compliance reporting

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4. Performance Management

- Assist in coordinating and tracking performance evaluations
- Support administrators in performance improvement processes
- Maintain records of evaluations and development plans

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5. Training & Professional Development

- Collaborate with leadership to identify staff training needs
- Assist in coordinating training sessions and professional development activities
- Support administration of climate and pulse surveys

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6. Compensation & Benefits

- Assist with benefits administration and employee inquiries
- Review and support timecard approvals as needed

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7. Employee Records & Documentation

- Ensure proper record retention and organization
- Assist with reporting and documentation for audits and compliance
- Maintain and organize accurate, up-to-date, and confidential personnel files in compliance with organizational policies and state and federal recordkeeping requirements

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8. Operations & Travel Coordination

- Coordinate and schedule travel arrangements (flights, hotels, transportation) for staff and leadership
- Process and track travel requests and approvals
- Submit invoices, expense reports, and company credit card receipts for approval
- Maintain organized records of operational expenses and documentation
- Support general operational tasks to ensure efficient day-to-day workflows

9. Health, Safety & Wellness

- Support wellness initiatives and programs as needed
- Promote resources that support employee well-being

Additional Duties

Additional responsibilities may be assigned based on organizational needs.

Required Qualifications

Education:

- Bachelor's degree in Human Resources, Business Administration, Education, or a related field

Experience:

- 3+ years of experience in human resources or administrative support preferred

Certifications:

- HR certification (PHR, SHRM-CP) preferred

Skills & Competencies

- Strong understanding of HR principles and employment practices
- Excellent organizational and time management skills
- Ability to manage multiple priorities and deadlines
- Strong communication and interpersonal skills
- High level of discretion and confidentiality
- Proficiency in Google Suite, HR systems, and database management
- Problem-solving and conflict resolution skills
- Attention to detail, especially with financial documentation and travel coordination

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EMPLOYMENT AT WILL

Your employment with Odyssey Online Learning will be at will. This means that either you or the School and/or the Charter School Board may terminate the employment relationship at any time, for any reason or without reason.

An Equal Opportunity Employer

It is the policy of Odyssey Online Learning to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, sex, gender identity, and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.

Title IX

Odyssey Online Learning - Title IX Notice

Odyssey Online Learning does not discriminate based on sex in education programs, school activities, admissions, and employment and are committed to promoting gender equity, preventing hostile environments based on sex, prohibiting sexual harassment/violence, ensuring protection from retaliation, and remedying other gender-based forms of discrimination in academic settings.

More information regarding Odyssey Online Learning's Title IX Policy can be found in the link below.

https://www.odysseyonline.com/title-ix-policy

Acknowledgment:
I have read and understand the expectations of this role.

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Name (Printed) Signature Date