



**GERMAN  
INTERNATIONAL  
SCHOOL | Boston**

**German International School Boston** is a bilingual independent school serving students from preschool to grade 12. Learning at GISB is a multilingual, multicultural experience; graduates earn both a U.S. high school diploma and a German international Abitur. In addition to its international focus, GISB's urban location, commitment to affordability, and highly-involved family community make it a special place to learn and grow. GISB is an equal opportunity employer, providing generous benefits and a collegial, international work environment to a dedicated faculty and staff. For more information, please visit [www.gisbos.org](http://www.gisbos.org).

### **Human Resources Manager: Part-time to full-time**

The Human Resources Manager has primary oversight for the implementation of effective HR practices and procedures to ensure German International School Boston's ability to attract, retain, develop and manage a highly engaged and committed staff and faculty. In addition to managing the day to day HR operations of the school, the HR Manager will be responsible for processing payroll, managing and auditing benefits and ensuring HR state and federal compliance. This position offers the possibility for professional growth in responsibilities, depending on the applicant's qualifications and experience. Excellent benefits and colleagues await your application!

### **YOUR TASKS AND RESPONSIBILITIES**

- Manage the employment lifecycle including but not limited to recruitment, onboarding, orientation, employee compliance training and off-boarding.
- Manage international teacher J-1 and intern visa category programs including visa application process, orientation and program compliance.
- Process monthly and bi-weekly payroll utilizing relevant HRIS, audit employee benefits, taxes and ensure compliance with all state and federal compensation laws.
- Create and update employment documentation and handbooks, including offer letters, job descriptions, and returner letters.
- Maintain thorough and accurate personnel records, including but not limited to compensation records and updates.
- Execute open enrollment and manage all employee benefits, including health, dental, retirement, short-and-long term disability, etc.
- Conduct background checks and employment eligibility verification and maintain accurate records.

### **QUALIFICATIONS**

- B.A. in Human Resources, or related fields.
- 1-3 years of Human Resources experience (school-related experience strongly preferred).
- Excellent verbal and written communication skills.
- High level of discretion, confidentiality and professionalism.

**Classification:** Exempt  
**Reports to:** Head of Administration  
**Salary Grade:** Competitive  
**Contact:** Please direct your resume and cover letter to [jobs@gisbos.org](mailto:jobs@gisbos.org)

GISB is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis, including but not limited to race; color; religion; national origin; genetic information; ancestry; sex; pregnancy, childbirth, or related medical conditions; marital status; sexual orientation; gender identity; age; physical or mental disability; citizenship status; veteran status; military service; application for military service; or any other protected class under federal, state, or local law. The School will make reasonable accommodations for qualified individuals with known disabilities in accordance with applicable law.