

Fellowship Job Description

Organization name (and applicable abbreviations): Atlas Preparatory School

Organization City (primary work location): Colorado Springs

Website URL: atlasprep.org

Organization Mission Statement (and/or any other relevant information you feel would be helpful to understanding the organization): To prepare and empower all students for success on their post-graduate paths through educational excellence, character development, and community engagement.

Anti-Discrimination Statement/Policy: Atlas Preparatory School expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties will not be tolerated. Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to promptly report these issues to the Managing Director of Human Resources. Atlas Preparatory School will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the Managing Director of Human Resources right away.

Supervisor Name: Annie Palazzolo

Supervisor Title: Managing Director, Human Resources

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? Summer 2024 Fellowship

Job Title: Human Resources Assistant

Job/Role Overview:

Primary Responsibilities/Job Duties:

- Assist with candidate interviews as needed in collaboration with the Talent Acquisition Specialist
- Assist with new employee onboarding tasks in collaboration with the HR Specialist
- Lead by example and uphold the most current policies and procedures within employee handbook
- Collaborate with the HR team on employee appreciation & welcome back events
- Field incoming employee inquiries and forward to the Director of Human Resources as appropriate
- Assist the Director of Human Resources with various projects as necessary
- Other related duties as assigned

Duration of Fellowship (number of weeks): 10 Weeks

Average hours per week: 35

Describe the on-site vs. remote expectations of this position (if hybrid, please include percentage of in-person/remote): Employees of Atlas Preparatory School are expected to be on-site as the opportunity for remote work is not available for the majority of our staff. Atlas values consistency and therefore expects all employees to work onsite.

Are there any specific expectations regarding remote work of which the fellow should be aware (e.g., fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in)? N/A

Describe what a typical week as a PIFP fellow in your office might look like:

Monday through Friday, 9:00 AM – 4:30 PM.

Checking in with supervisor and team.

Completing assigned tasks.

Pay per hour: \$17.50

Additional benefits offered to the fellow:

Development, EAP, employee discounts, and a positive and caring team.

The Fellowship Experience

Through this role, the fellow will build capacity in this organization by:

Supporting a small HR team with a big mission to promote the educational equity and opportunity for kids living in the Southeast part of Colorado Springs

The fellow will contribute to societal systemic change during this fellowship by:

Supporting a mission that was developed from the Building Excellent Schools program, which exists to close the education gap within urban areas.

The fellow may also engage in direct service and impact the community in the following ways:

Translation services (if Spanish speaking), promoting relationships among community businesses and Atlas stakeholders, supporting the summer program.

The fellow may have the opportunity to learn/enhance the following skills/competencies:

- Working with various sets of personnel data to ensure operating systems are organized and running smoothly/accurately for staff.
- Will be assigned tasks to complete independently and have the change to practice critical thinking and accountability that will be necessary to persevere through new challenges.
- Organizing a new staff orientation for up to 50 employees will require teamwork, communication, and personal accountability.

What support or professional development can the fellow expect from their supervisor, other staff, or the organization?

Side-by-side coaching, access to robust training, team collaboration, ensuring a genuinely fulfilling and positive environment.

Qualifications and Expectations

Required qualifications/skills/expectations:

- Proficiency with Microsoft Office and/or Google Workspace
- Excellent verbal and written communication skills
- Proven ability to operate professionally and maintain confidentiality

- Ability to operate in a primarily non-remote work setting

Preferred qualifications/skills/expectations:

- Complete familiarity and experience with all standard HR processes
- Extensive experience with an HRIS; specifically, Paylocity
- A positive attitude focused on both individual and team success
- Outstanding attention to detail
- Exceptional time management

Advice for applicants considering this fellowship:

Observe and retain the experience! The best way to succeed in HR is to be aware of when you may not know the answer and take the time to learn it. This experience will provide that opportunity to LEARN IT and we want to help you learn it!

Applicants interested in this fellowship should answer the following supplemental question on their interest form:

What interests you about the human resources field?

How do you plan to apply the knowledge obtained during this fellowship to future opportunities?

What do you need from your supervisor and your team to be successful?