



## ***Theodore Roosevelt School***

### ***Warriors***

*P.O. Box 567*

*Fort Apache, AZ 85926*

*(928) 338-4464 Fax (928) 338-1009*

***Dr. Leon Ben, Chief School Administrator / Principal***

#### **Human Resources / Business Office Technician**

**Starting Salary:** \$15.00/hour

**Status:** Full-Time, 12-Month Position (40 hours/week)

**Location:** Theodore Roosevelt School, Fort Apache, Arizona

#### ***POSITION SUMMARY***

Theodore Roosevelt School, a BIE-funded Tribally Controlled Grant School, is seeking a detail-oriented and highly organized **Human Resources / Business Office Technician**. This full-time position plays a vital role in ensuring the efficient management of human resources and business office documentation, filing, and digital recordkeeping processes. The technician will work closely with the HR Director and Business Manager to manage personnel files, generate Personnel Action Requests (PARs), and maintain accurate and secure records in alignment with Bureau of Indian Education (BIE) and school policies.

#### ***DUTIES & RESPONSIBILITIES***

##### **Records Management & Documentation**

- Organize, file, and maintain physical and digital personnel and financial records in accordance with BIE standards.
- Scan, digitize, and index HR and finance documents ensuring consistent naming conventions and accessibility.
- Regularly back up digital files and ensure secure storage of sensitive data.

##### **ERP Pro and PAR Administration**

- Update, maintain, and audit employee records in the ERP Pro Human Resources Management System.
- Generate and process Personnel Action Requests (PARs) for employment actions (hires, separations, salary changes, etc.).
- Track and follow up on the status of PARs to ensure timely approval and processing.

##### **Administrative & Technical Support**

- Provide administrative support including photocopying, mailing, scanning, and responding to internal inquiries.
- Support employee onboarding by preparing forms, welcome packets, and assisting in employee setup.
- Assist HR and Business staff during audits, reviews, and compliance checks by providing organized records.

##### **Software & Technology Use**

- Utilize Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and Google Workspace (Docs, Sheets, Drive, Gmail) for document management and communication.
- Use Canva for creating internal HR communications, flyers, forms, and onboarding materials.
- Ensure accurate data entry into HRIS, spreadsheets, and school forms.

## ***MINIMUM QUALIFICATIONS***

- **Education:** High school diploma or equivalent (required).
- **Experience:** At least one (1) year of office, records, or administrative experience preferred.
- **Skills:**
  - Proficiency in Microsoft Office Suite, Google Workspace, Canva, and data entry tools.
  - Strong time management and organizational skills.
  - Meticulous attention to detail in filing and recordkeeping.
  - Ability to maintain confidentiality and adhere to all HR and FERPA-related protocols.
  - Excellent written and verbal communication.

## ***WORK ENVIRONMENT & CONDITIONS***

- Standard office environment with occasional lifting of files or storage boxes (up to 25 lbs).
- On-site position at Theodore Roosevelt School in Fort Apache, AZ.
- Reports directly to the HR Director and Business Manager.

## ***EMPLOYMENT DETAILS***

- **Schedule:** Monday – Thursday, 7:00 AM – 5:00 PM (40 hours/week)
- **Term:** 12-month position
- **Compensation:** \$15.00/hour, with potential for growth based on performance and funding.
- **Benefits:** Eligibility for TRS full-time benefits including holidays, paid time off, and professional development opportunities.

## ***APPLICATION PROCESS***

Interested applicants must submit the following:

- A completed **application form** (available at [www.trswarriors.com](http://www.trswarriors.com))
- **Resume**
- **Cover Letter**
- **Three letters of professional reference**

Please email all application materials to:

**Darin Nez**

Human Resources Director and Business Manager

**[dnez@trswarriors.com](mailto:dnez@trswarriors.com)**

(928) 338-4464

## ***INDIAN PREFERENCE POLICY***

In accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472), Theodore Roosevelt School provides Indian Preference in employment to qualified applicants. Proof of tribal enrollment must be submitted to be considered under this policy.

## ***NON-DISCRIMINATION CLAUSE***

Theodore Roosevelt School does not discriminate on the basis of race, color, national origin, sex, disability, age, or religion in its hiring practices, educational programs, or activities as required by applicable federal and state laws.