



Human Resources Specialist

Job Type

Full-time - Monday - Friday (7:00 am - 3:00 pm) – Clifton Park Site

Pay Rate - \$20.00 - \$24.00 (based on education and experience)

Qualifications

Associate's Degree in a business-related field or a minimum of two (2) years of relevant office experience

Strong organizational skills with the ability to multi-task, manage projects, and meet deadlines

Proficiency in Microsoft Word and Excel

Strong communication and interpersonal skills

Ability to handle confidential information with discretion

Job Responsibilities (including but not limited to)

- Maintain and support daily attendance tracking – recording absences, maintaining documentation, and communicating with staff
- Post and manage recruitment advertisements across job boards and platforms
- Coordinate and schedule interviews for open positions
- Facilitate onboarding for new hires, including distributing and reviewing required paperwork
- Maintain consistent communication with candidates and new hires throughout the hiring process
- Organize and support new hire orientation sessions and track training progress
- Maintain accurate and organized employee records and HR files
- Collaborate with the Human Resource staff to support daily HR operations and special projects

Benefits

Health (CDPHP), Dental, Vision & AFLAC

Paid Holidays and Vacation

Personal and Medical PTO

Tuition Reimbursement Program

Paid Family Leave and Short-Term and Long-Term Disability paid for by the agency

Retirement Plans - Profit Sharing & 403B

About Newmeadow

Newmeadow is a comprehensive ABA school that promotes, provides, and reinforces the use of data-driven teaching techniques for the instruction of all students. Our mission is to transform the lives of children, including those with Autism and other special needs, and prepare them for future learning and development. Newmeadow believes that every child deserves the best education possible to prepare them for the world beyond the classroom.

Send resume and letter of interest to:

Newmeadow, Inc.

Attn: Human Resources

23 Sitterly Road, Clifton Park, NY 12065

Fax: 518-899-9315 or Email: employment@newmeadow.org

Newmeadow, Inc. does not discriminate against applicants or employees on the basis of age, race, creed or religion, color, national origin, sexual orientation, military status, sex, gender identity or expression, disability, genetic predisposition or carrier status, marital status, or any other classification protected by law.

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