



Position: HR Assistant

Location: Remote – US Based

Hours: 20 Hours per week

Are you a detail-oriented, people-focused professional who enjoys supporting hiring, onboarding, and HR operations? Clonlara School is seeking an HR Assistant to help manage key administrative and recruiting processes that keep our organization running smoothly.

We're looking for someone with experience in HR support, recruiting coordination, or administrative roles. The ideal candidate is organized, proactive, and comfortable handling confidential information, managing documentation, and communicating with applicants and staff.

About Clonlara

Clonlara School is an accredited, K–12 nonprofit school based in Ann Arbor, MI, and serving students both locally and around the world. What started as one small school in 1967 is now a global learning community with 2,300+ students in 80+ countries, services in six languages, and a staff of 90+ professionals spread over nearly every continent.

At Clonlara, we cultivate a joyful Culture of Trust built on teamwork, generosity, and shared purpose. Grounded in our core values, we grow together in a supportive, mission-driven environment that embraces change and inspires lifelong learning.

Responsibilities

- Make outbound calls to job applicants to screen and schedule interviews
- Assist with recruiting coordination and hiring support
- Communicate with candidates regarding interviews and hiring updates
- Assist with new hire onboarding and HR paperwork
- Prepare and maintain employee files and HR records
- Assist with background checks and onboarding documentation
- Maintain recruiting trackers and hiring reports
- Assist in document creation including job descriptions, letters and contractor agreements.
- Following EOS®, the Entrepreneurial Operating System and using other software and systems Clonlara has adopted.

This is an overview of the expectations for this position. A more detailed description of this role will be provided during the interview process.



QUALIFICATIONS

Education & Experience

- 2-4 years of experience in HR, recruiting, HR assistant roles, administrative work, or customer service
- Strong cross-cultural understanding, the ability to communicate with diverse populations, and a collaborative, non-judgmental approach to individual circumstances, preferences, and choices.
- Exemplary communication skills, including dealing effectively with the public, other school officials and staff, in person, over the telephone, and in written communication, including excellent listening, discerning and synthesizing skills.
- Time management skills, including; Organizing one's own work, coordinating projects, setting priorities, meeting deadlines, and following up on assignments with a minimum of direction.
- Proven ability to maintain a high level of confidentiality.
- Confidence using technology, working remotely and experience with Microsoft Office tools.
- Demonstrates openness to coaching, readily accepts direction, and collaborates effectively with supervisors and colleagues.
- Shows a strong commitment to teamwork and collaboration within a service-oriented environment.
- Using initiative and independent judgment within established policy and procedural guidelines.

How to Apply

Attach a cover letter (required) to the first page of your resume in PDF or MS Word format. Please be sure to use your cover letter to address how your prior experience aligns with the requirements for this position.

Benefits:

- Employee discount
- Flexible schedule
- Paid time off