

Part-Time Human Resources Manager (Non-Exempt)

Merion Mercy Academy, an independent Catholic college preparatory school for girls in grades 9-12 outside Philadelphia, Pennsylvania, seeks a Part-Time Human Resources Manager to provide strategic and operational HR support in alignment with the school's mission and values. This on-site position, reporting to the Merion Mercy Academy President, plays a key role in ensuring compliant, consistent, and mission-centered human resource practices while serving as a trusted partner to school leadership and faculty and staff.

Key Responsibilities

- Partner with school leadership to support strategic workforce planning and staffing needs
- Provide guidance on HR best practices and personnel matters within a Catholic educational setting
- Assist in the development, review, and implementation of HR policies and procedures
- Ensure compliance with federal, Pennsylvania, and local employment laws
- Support HR audits, accreditation reviews, and compliance reporting
- Coordinate recruitment, hiring, and onboarding processes
- Support performance management processes, including evaluations and documentation
- Serve as a resource for employee relations by assisting administrators with workplace concerns, conflict resolution, and corrective action documentation
- Help ensure consistent application of policies and fair employment practices
- Promote a respectful, professional, and mission-aligned workplace culture
- Maintain accurate and confidential personnel records

Qualifications

- Associate's or Bachelor's degree in Human Resources, Business Administration, or related field preferred
- Minimum of 5 years of human resources experience
- Working knowledge of Pennsylvania employment laws and HR compliance requirements
- Strong organizational, communication, and confidentiality skills
- Ability to work independently and manage priorities within limited weekly hours
- Proficiency with HRIS systems and Microsoft Office or Google Workspace
- Commitment to supporting the mission and values of a Catholic educational institution

Work Schedule & Classification

This is a part-time, non-exempt hourly position averaging 15 hours per week. The schedule may vary during peak periods such as hiring cycles and the start of the academic year.

Founded in 1884 by the Sisters of Mercy and located on a beautiful 12-acre campus on Philadelphia's Main Line, Merion Mercy currently enrolls over 400 students from diverse

geographic areas and socioeconomic groups. Merion Mercy's academic program consistently challenges each student to prepare for college and a lifetime of service, thus developing competent and compassionate women for the future. qMerion Mercy's faculty and staff are committed to providing a holistic education that not only stresses academic and personal excellence but also encourages all students to "Live Mercy and Seek Justice," an educational philosophy that builds a true sense of sisterhood that extends beyond the classroom.

Merion Mercy Academy embraces diversity and inclusion through its mission, Mercy identity and student body. Merion Mercy Academy is committed to providing an educational and working environment that is free from harassment and discrimination. Members of the community, applicants for employment or admissions, guests and visitors have the right to be free from harassment or discrimination based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, veteran status, or any other status protected by applicable law.

Interested candidates should send a resume, cover letter and contact information for three professional references to Anne Gregg, Executive Assistant to the President, agregg@merion-mercy.com.

More information about working at Merion Mercy Academy can be found at: www.merion-mercy.com/careers.