The University of Santa Monica is dedicated to communicating the Principles and Practices of Spiritual Psychology worldwide through the process of Soul-Centered education.

Dr. Mary R. Hulnick

**Soul-Centered WORK at USM!**

“During this time of growth and evolution at the University of Santa Monica, there’s never been a more important time to nurture, expand, and develop our staff. USM’s Staff Family continues to thrive and grow together in so many wonderful ways. We look forward to welcoming the new Human Resources Assistant to join us during this unprecedented time of manifestation at USM.”  MARY

**Calling Forward . . . USM’s New Human Resources Assistant!**

My first year on staff at USM has been an extraordinary and expansive experience, and it is clear that Spirit had something in mind for me that was bigger than I could have imagined! It is my honor to support the University’s growth and expansion in this key role, and I am excited to see what our Co-Creative process is going to manifest next.

Elisa Perry, Director of Human Resources

There is no question that Human Resources is at the hub of the action here at USM! With the recent launch of the first flight of the Online Program, along with our beautiful Master’s Degree Programs, we are poised and ready for a very uplifting year full of opportunity and joy.

The Human Resources area at USM is highly dynamic in its unique partnership with each and every area in the University. Partnering with each team to strategize their growth and expansion offers a perspective like no other. The relationships that manifest as a result are rich, fulfilling, and deeply meaningful. And the opportunity to support and witness that unfolding is truly joyful!

Imagine making your own meaningful contribution in partnership alongside all members of the USM Staff and most of all—in partnership with Spirit! At this time, I am excited to have the opportunity to call in the new part-time Human Resources Assistant to join our team!

The growth and expansion taking place at USM at this time are unprecedented. Joining the Human Resources team represents an amazing opportunity for personal and professional growth working in a truly Heart-Centered environment. If you are hearing the call to make a meaningful contribution in this unique way, I encourage you to take the next step and apply.

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Available Staff Position at USM!

USM is seeking a highly qualified graduate or current student to gracefully step forward and serve the University as the Human Resources Assistant.

HUMAN RESOURCES ASSISTANT - (PART TIME)

The primary area of responsibility includes Human Resources Administration. This person has a genuine interest in Human Resources and takes initiative in their ongoing mastery of the field.

Specific areas of responsibility include employee hiring process administration, new employee onboarding, staff development support, HR legal compliance & administration, benefits administration support, HR data administration & documentation, and Director of HR support.

This is a part-time position, supervised by the Director of Human Resources, Elisa Perry.

Ideal qualifications and skills include:

- Excellent administrative, verbal, and written communication skills.
- Impeccable project & time management skills, organizational skills, and attention to detail.
- Ability to work quickly, accurately, and effectively, and enjoys moving projects and tasks to timely completion.
- Highly organized, works independently, and is flexible, resourceful, and self-directed.
- Excellent computer skills including working in databases and Microsoft Office Suite.
- Experience working in an established, mature for-profit or non-profit business environment highly desired.
- Training and experience in the field of Human Resources are preferred.
- Knowledge in California Employment Law, Compensation & Benefits, and Wage & Hour Law is a plus.
- Clearly aligned with the University’s Mission.
- Is joyfully answering the call to service at USM.

IF YOU ARE CALLED TO SERVE AT USM…

Please submit your letter of intent and résumé to:
Elisa Perry, Director of Human Resources
via e-mail: SoulCenteredWork@UniversityofSantaMonica.edu
or via fax: (310) 453-5641