

JOB DESCRIPTION

Department: Human Resources

Job Title: Human Resources Assistant

Job Summary:

We are seeking a highly responsible and organized student to join our Human Resources team as a Human Resources Assistant. In this role, you will support various HR functions, such as filing and maintaining personnel records, while ensuring a high level of confidentiality. This position is ideal for those looking to develop valuable administrative and customer service skills in a professional setting.

Note: Federal work-study award is required to apply for this position. If you are unsure of your eligibility, please contact the Financial Aid Office in E101.

Description of Job Duties:

- Maintain strict confidentiality when handling sensitive information.
- File and alphabetize physical and digital records, ensuring accurate and organized storage.
- Assist with copying and light computer work, including the use of Word, ~~and~~ Excel, and document digitization.
- Support personnel records management.
- ~~Lift and move items weighing up to 20 pounds.~~

Specific Experience and Skills Required:

- High degree of confidentiality and discretion.
- Strong filing and organizational skills.
- Excellent customer service skills.
- Proficiency in computers, including Word and Excel.

Licenses or Training Required:

None.

Hours Needed to Work:

4-10 hours per week, with daytime hours available Monday through Friday. Flexible schedule based on the needs of the Human Resources department.