

Job Analysis
CSC Work Study Program

Date: July 1, 2016
Department: Human Resources
Job Title: Human Resources Assistant
Supervisor: Kalene Spence
Extension Number: 5223

Specific Experience and Skills Required:

1. High Degree of confidentiality
2. Filing and Organizational Skills
3. Customer Service Skills
4. Computers, Word and Excel

Licenses or Training Required:

None

Hours Needed to Work:

4-10 hours weekly, daytime hours, Monday thru Friday, Flexible

Description of Job Duties:

1. Filing and Alphabetizing records
2. Copy, light computer work
3. Personnel Records Management
4. Ability to lift 20 pounds