

## **JOB DESCRIPTION**

Department: Human Resources

Job title: Student worker

### **Job summary:**

We're seeking a highly responsible and organized student to join our Human Resources team as a student worker. In this role, you'll 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're unsure of your eligibility, email [Financial Aid](#) or stop by 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, Excel and document digitization.
- Support personnel records management.

### **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:**

Four-10 hours per week, with daytime hours available Monday through Friday. Flexible schedule based on the needs of HR.