



HR Student Assistant-Benefits

Human Resources

Fall 2025 - Spring 2026

Duties/Responsibilities:

- Assist Human Resources Benefits Team with ongoing assignments including but not limited to:
 - Updating data spreadsheet to track the completion of benefit enrollment forms.
 - Updating and organizing benefit forms as applicable
 - Checking general HR email account to forward benefit-related inquiries to the Benefits Team
 - Assisting with setting up the Benefits Fair
 - Creating flyers and packets for our upcoming benefit events
 - Other duties as assigned

Qualifications:

- Proficient in MS Word and Excel
- Ability to work independently
- Strong attention to detail
- Multi-tasking and time management
- Maintains professional demeanor and follows office dress code
- Willingness to learn and adapt to work pace
- Office experience is a plus

Start date: 08/18/2025

End date: 05/09/2026

Work Schedule: Monday-Friday (Office Hours are 8:00AM-5:00PM)

Hours Per Week: up to 10 hours per week

Starting pay rate: \$17.87 per hour

Work Award: Yes, HR Student Assistant is a work study student position.

To apply, please submit student employment [application](#) to jochoa2@oxy.edu