



HR Student Assistant

Human Resources

Fall 2025 - Spring 2026

Duties/Responsibilities:

- The HR Student Assistant will work the front desk and assist incoming staff and students with questions they may have.
- Answer phones and redirect call to the appropriate HR representative.
- Answer questions and requests via email, such as HR Student and Student Employment email.
- Organize files in the HR drive.
- Assist in processing Student Employment paperwork.
- Assist HR representatives on miscellaneous assignments including but not limited to:
 - Creating / updating data spreadsheets
 - Compiling information
- Other duties as assigned

Qualifications:

- Proficient in MS Word and Excel.
- Ability to work independently.
- Customer service and office experience.
- Maintains professional demeanor and follows office dress code.
- Willingness to learn and adapt to the work pace.

Start date: 08/16/2025

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

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