



HR Student Assistant - Benefits

Human Resources

Fall 2023/Spring 2024

Duties/Responsibilities:

- Assists Human Resources Benefits Team with ongoing assignments including but not limited to:
 - Updating data spreadsheet to track the completion of benefit enrollment forms
 - Updating benefit forms as applicable
 - Updating HR Benefit web page with most recent forms and/or information
 - Checking general HR email account to forward benefit-related inquiries to the HR Benefits Team
- Other duties as assigned

Qualifications/Preferences:

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

Start Date: 9/18/2023

Work Schedule: TBD (Not to exceed 10 hours per week)

Starting Pay Rate: \$16.78/Hour

To apply, please submit student employment [application](#) to: Alexandra Medina, amedina2@oxy.edu