



HR Student Assistant

Human Resources

FY 23-24

Duties/Responsibilities:

- Work the front desk and assist incoming staff and students with questions they may have.
- Answer phones and redirect calls to the appropriate HR representative.
- Answer questions and request via email, such as HR Student, Student Employment, and general HR email.
- Organize files in the HR drive.
- Assist in processing Student Employment New Hire Packet.
- Assist HR representative on miscellaneous assignments including but not limited to:
 - Creating/updating data spreadsheets.
 - Compiling information.

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 place.

Start date: 11/20/2023

End date: 05/11/2024

Work Schedule: Office Hours are Monday – Friday, 8:00 a.m. to 5:00 p.m.

Hours Per Week: 10 hours

Starting pay rate: \$16.78 per hour

Work Award: Yes

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