



## HR Student Assistant - Benefits

### *Human Resources*

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*Spring 2024*

#### **Duties/Responsibilities:**

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

#### **Qualifications:**

- 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:** 01/22/2024

**End date:** 05/11/2024

**Work Schedule:** TBD

**Hours Per Week:** 4-6 hours per week

**Starting pay rate:** \$16.78 per hour

**Work Award:** Yes

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