Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Human Resources Office Assistant</th>
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<tbody>
<tr>
<td>Department</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Work Location</td>
<td>Human Resources, 726 Church Street</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Heather McLean</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-63623-00000-00000-xxxxx</td>
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</tbody>
</table>

Do multiple individuals hold this position at one time? [ ] Yes  [x] No

Number of positions available: 1

Work Schedule

A student in this position can expect to work 2 hours per day, 5 - 7 hours per week.

The student will work [x] Monday thru Friday [ ] Saturday [ ] Sunday [ ] any day of the week.

Hours are available during the following times of the day: 8:00 am - 4:30 pm.

Department/Position Overview

The Human Resources Office is responsible for developing and implementing programs and services to meet the human resource needs, the fringe benefits needs, and the payroll needs of the College. The Office Assistant provides overall clerical and technical support to the Human Resources department staff and participates in a wide variety of HR projects and events.

Description of Duties and Tasks

- [x] Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- [x] Conform to an established work schedule; reliably work set hours as assigned
- [x] Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- [x] Maintain the confidentiality of departmental/employee/student information
- [x] Run errands on and/or off campus, including campus mail pick-up and delivery
- [x] Perform light cleaning, departmental organization, and upkeep as required
- [x] Work efficiently and accurately without immediate supervision
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Microsoft Word & Excel**

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: