

Alverno College
Non-Exempt Student Position Description

Position Title:	Student Office Assistant	Date:	April, 2021
Department:	Human Resources	Status:	Student Employment
Reports To:	Human Resources Director	Salary:	\$9.00/Hour

Primary Function: Assist Human Resources staff with basic office functions.

Principal Responsibilities

1. Provide assistance at the front-desk and answer incoming calls to HR main line
2. Employee personnel records maintenance
3. Assist with general office duties as requested, which may include: audit spreadsheets, process background checks, pull terminated employee files and required forms, small projects, and create new hire files
4. Comply with safety procedures and maintain clean and orderly work areas
5. Perform other tasks as necessary to support the mission of the College

Qualifications

1. Must be a current registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Experienced in Microsoft Outlook, Word and Excel.
3. Ability to handle confidential materials and information in a professional manner.
4. Requires a flexible and collaborative work style and the ability to interact effectively with a variety of individuals and departments.

Working Conditions

General office environment

Notes

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Want to apply?

Click [HERE](#) to complete your application!