Student Job Description Template - Example

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| Job Title: | Human Resources Assistant |
| Department: | Human Resources |
| Line Manager: | Jennifer McCormick |
| Contact: | jlmccormick@butler.edu |
| Work Schedule | Minimum 8 hours a week between the hours of 8am and 5pm |
| Desired Length of Employment: | During academic calendar/ongoing |
| Pay Rate: | 12.00 |
| Job Description: | The Human Resources team is seeking students who are friendly, organized and excited to support the HR team. Student HR Assistants will report to the HR Director and provide administrative support to one or more of the following areas: Benefits, HR Analytics, Talent Acquisition or HR Compliance. |
| Required Qualifications: | Students must be an undergraduate of Butler University. Students must also have excellent written and verbal communication skills. |
| Preferred Qualifications: | n/a |
| Job Responsibilities: | * Greet visitors to the HR offices. * Update communications and templates * Assist staff with various print, copy and scan requests * Help with department events * Maintain electronic files and reports * Exhibit and initiative to work independently and collaboratively |
| Other Expectations: | Maintain regular and punctual attendance  Comply with University standards and policies.  Ensure confidentiality of information. |
| Learning Outcomes: | HR Assistants will gain experience working in an HR office setting and obtain skills in areas such as customer service, office etiquette, organization and professionalism. Student will also gain skills in problem solving and communication. |