



Human Resources Student Assistant

Job Title: Human Resources Student Assistant

Rate of Pay: \$9.00 per hour

Hours/week: Up to 20 hours/week

Employment Period: Fall 2022

Position Summary: This student position will assist with supporting Human Resources department with the day-to-day HR-related functions of the organization, while maintaining a high-level of confidentiality.

Duties and Responsibilities:

- Answer the main HR phone line and direct customers to the appropriate resources or HR office.
- Monitor guest traffic and greet internal and external customers directing to the HR office.
- Provide project support for various HR projects, i.e. student employment resources, employee engagement initiatives.
- Assist with organizing HR-related events.
- Assist with transcribing to create ADA-compliant transcripts of our HR trainings and material content that are accessible to “reading scanners” for the visually impaired.
- Assist with PowerPoint presentation and materials for HR trainings.
- Sort and distribute daily the mail for Human Resources
- Greet visitors
- File all employee files and documents
- Create employee files and labels
- Copy and scan documents as needed
- Fax documents as needed
- Varies projects as needed.

Minimum Job Requirements:

- Must meet student employee eligibility requirements located at (<http://www.na.edu/faculty-staff/human-resources/student-workers/student-employment-eligibility/>).
- Experience using Microsoft Word & Excel
- Previous experience in an office environment
- Must be a full-time student
- Must have a 3.0 cumulative GPA
- Must be an undergraduate student
- Ability to maintain confidentiality
- Must have professional manner
- Must be dependable & be able to follow directions

Knowledge and Skills Required

- Excellent customer service skills, as well as effective oral and written communication skills.
- Working knowledge of Microsoft Office computer applications (i.e. Word, Excel, PowerPoint, Outlook).
- Some knowledge of office practices and procedures.
- Demonstrated ability to comprehend and follow oral and written instructions accurately.
- Good interpersonal skills and ease in relating to people from varying educational, cultural and social backgrounds.
- Responsible, reliable and punctual.
- Ability to learn assigned tasks readily, to adhere to prescribed routines, and to develop some skill in the operation of common office equipment.
- Ability to apply judgment and discretion in performing confidential personnel matters.
- Ability to be highly organized, attentive to details, and have good planning skills.
- Ability to perform multiple tasks simultaneously while maintaining accuracy



To Apply: Send a resume to feyzanurb@na.edu
All applicants will be considered.

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