



MVNU Student Employment Job Description

JOB TITLE: Human Resources Student Employee

DEPARTMENT: Human Resources

REPORTS TO: Lora Armstrong, Director of Human Resources

PAY GRADE: Current student-worker pay rate

Job Summary:

The Office of Human Resources is seeking a motivated and detail-oriented student to join our Human Resources team. This position provides an excellent opportunity to gain practical experience in HR functions and contribute to the university's mission of fostering a supportive and inclusive work environment.

Due to the nature of information handled within the Office of Human Resources, the student employee **MUST** maintain confidentiality at all times.

- **Requirements:**
 - Current student with a minimum 1 year of college education
 - 2.5 or higher cumulative GPA in college credits
 - Business major preferred
- **Necessary Applicant Skills:**
 - Strong organizational skills and attention to detail
 - Ability to work independently and as part of a team
 - Excellent communication and interpersonal skills
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
 - Ability to handle confidential information with discretion
- **Key Responsibilities**
 - Assist with the recruitment process, including posting job openings, reviewing resumes, and scheduling interviews
 - Support new employee on-boarding, including preparing orientation materials and assisting with orientation sessions
 - Assist with HR events and training sessions
 - Provide general administrative support to the HR team, including filing and data entry.
 - Help coordinate employee engagement activities, surveys, and initiatives
 - Assist with special projects requiring Microsoft skills
 - Perform other related duties as assigned
- **Normal Working Hours and Days:** HR Student employee must maintain 10 hours of availability per week. Student may choose their hours of availability.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook

