



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

