POSITION TITLE: Human Resources Student Assistant
DEPARTMENT: Tower Foundation
SUPERVISOR: Manager of Human Resources
RATE OF PAY: $15.50 per hour: 16 – 20 hours per week
DATE: February 2020

A great opportunity on campus for a student majoring in Human Resources to gain practical experience while assisting the Human Resources Manager for the Tower Foundation.

POSITION SUMMARY:
HR Student Assistant’s job entails providing comprehensive administrative support to the day-to-day operations of the Tower Foundation Human Resources Department and ensuring the accuracy and confidentiality of employee data records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Provide general administrative support such as preparing e-mail correspondence, forms, and reports, processing confidential reports and documents, filing (electronic and hard copy), faxing, copying, and creating spreadsheets with employee data.
• Maintain and protect confidential information
• Maintain employee personnel records
• Track appointment end dates and notify supervisors of expiring appointments.
• Create and maintain excel spreadsheets and google documents.
• Set up all new hire files and purge terminated ones.
• Additional duties may be assigned as required.

QUALIFICATIONS:
Education and Experience
• Current San Jose State student majoring in Business Administration and/or Human Resources.
• 1 to 2 years of experience in HR preferred.
Knowledge, Skills, and Abilities required
• Proficiency in Microsoft Excel, Word, and Google docs.
• Effective problem-solving skills.
• Able to present information in forms, tables, and spreadsheets.
• Excellent written communication skills.
• Must be detail-oriented and accurate
• Able to deliver effective results, meet deadlines and targets.
• Must be tactful, diplomatic and possess the ability to communicate with individuals at all levels of the organization.

SUPERVISORY RESPONSIBILITIES:
N/A

COMPLEXITY OF DUTIES:
Entry level and above

ENVIRONMENTAL CONDITIONS:
Office environment

This position requires a background check.

To apply, send a cover letter and resume to: towerhr-group@sjsu.edu