

Position Description

POSITION PROFILE

Position Title: Human Resources Office Assistant

EOU Department/College: Human Resources

EOU Supervisor Title: Jacque Naegle, Assistant HR Director/Benefit Manager

Typical Job Duration: Academic year, with the possibility of summer employment depending on departmental needs.

Job Level: \$13.20 - \$14.20 DOE (Depending on Experience)

Type of Schedule/Typical Hours: Part-time; office hours are from 8 AM to 5 PM, Monday through Friday. Specific working hours are flexible based on the student's class schedule, but are primarily within this timeframe.

Typical Number of Hours Per Week: 10-15 hours, depending on departmental needs and the student's availability.

POSITION INFORMATION

Student Position Description Summary:

Through sound policies and practices, HR balances the needs of the employees and the needs of the college while ensuring compliance with federal and state laws. We support the College's mission of education and service by serving as resources and advisors to faculty, administration, staff, and students in all aspects of employment. The Office Assistant will work

closely with the HR Team to complete everyday functions within the office. The duties and responsibilities are varied, and all require that a confidentiality agreement be signed.

Job Duties/Responsibilities/Essential Functions:

- Assist in the creation and management of personnel files, ensuring they contain necessary documentation for salary, benefits, and performance evaluations.
- Support the transition to 100% electronic forms and files, learning and managing various software programs used by the department.
- Scan and categorize paper documents, ensuring they are added to the correct digital storage locations.
- Use Banner system to update and maintain key employment information required for state and federal reports.
- Perform regular data integrity checks to ensure all employee information is accurate and up-to-date.
- Participate in special projects as assigned, requiring creative data collection and reporting.
- Manage responsibilities that are solely assigned to this position, ensuring regular updates and accuracy.

HIRING CRITERIA

Minimum Qualifications:

- Knowledge of Excel Word Required
- Banner knowledge would be a plus

Preferred Qualifications:

- Experience in office settings, particularly with a focus on customer service or administrative tasks.
- Strong familiarity with handling confidential information and understanding of privacy laws.

Desired Knowledge, Skills & Abilities:

- Exceptional organizational and time management skills.
- Ability to work independently and follow up on tasks without direct supervision.
- Strong problem-solving skills and the ability to navigate various software and database systems.

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Develop skills in managing HR records and understand the administrative processes within human resources.

Industry Learning Outcomes:

- Gain hands-on experience in human resources management, preparing for future careers in HR or related fields.

Career-Readiness Learning Outcomes:

- Enhance professional competencies such as effective communication, confidentiality management, and detailed administrative support.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities. Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework