



STUDENT WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Human Resources Office Assistant

DEPARTMENT: Human Resources Office

FILING DEADLINE: Open Until Filled

REPRESENTATIVE DUTIES:

- Serve as office receptionist; screen callers, take messages and forward calls to appropriate personnel, greet public as necessary; receive, process, sort, alphabetize and distribute mail; fed-ex/certified mail, provide routine information related to personnel and the application process, job openings and other information. Assist with archives.
- Perform other office support work related to the College human resources office; provide information regarding open positions, procedures and other related concerns.
- Type and distribute a variety of memos, forms, labels and other related duties.
- Maintain office supplies and compile employment packets. Keep copier, printer and fax machine full of paper.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Proficiency with MS Word and Excel
- Customer service skills

CONDITIONS OF EMPLOYMENT:

- Must be eligible for Federal Work Study.
- Must be enrolled in a minimum of 9 units at Hartnell College each semester.
- 10 -15 hours per week (Not to exceed 20 hours a week)
- Salary range \$10.50 an hour.

APPLICATION PROCEDURE:

The following item must be completed by the filing date.

- A completed Hartnell College Application for Work Study Employment on Campus form.

Submit the completed Work Study Application to Alma Arriaga in the Human Resources Office (831) 755-6706