

## **Human Resources Assistant**

**Posting Date: 3/15/2019**

### **Classification: Work study**

The Human Resources Student Worker shall be responsible to the Human Resources and Payroll Department. The duties and responsibilities of the Human Resources Student Worker shall be, but not limited to, the following:

- A. To satisfactory perform the job of Human Resources Student Worker for New Mexico Junior College.
- B. General duties and responsibilities:
  - 1. Answer telephones and greet customers in a professional manner;
  - 2. Type various letters and personnel forms as requested;
  - 3. Collect, open, date-stamp and sort department mail;
  - 4. Remember that all Human Resources material is confidential and must remain that way;
  - 5. Must be a team player;
  - 6. Make copies as needed;
  - 7. File/Scan on a daily basis in general personnel files and other miscellaneous files as needed;
  - 8. Assist the HR Generalist with entering AFR information;
  - 9. Build miscellaneous packets;
  - 10. Build full-time and part-time personnel files;
  - 11. Change all packets to reflect current information;
  - 12. Make sure there is paper in the printer, copier and fax machine at all times;
  - 13. Recycle all papers as needed;
  - 14. Shred paper as needed;
  - 15. Accept other duties as assigned by the Department employees.

### **Qualifications**

Understand basic office procedures, proficient in Microsoft Word and Excel and practice confidentially at all times. Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with student, staff and faculty.

### **Work Schedule**

Up to twenty hours per week. Hourly wage begins at \$7.50 per hour.

**Contact Direct Supervisor**—Virginia Mendoza—HR and Payroll Technician—575.492.2793