

# Feather River College

## Student Employment

**Job Title:** Human Resources Student Worker

**DESCRIPTION:**

Under the direction of the Human Resources Director, to plan and carry out a variety of technical and confidential duties related to the day-to-day functioning of the department; including filing, mailings.

**ESSENTIAL DUTIES:**

Receives, opens, date stamps, routes and/or responds to incoming mail; duplicates and/or distributes a variety of materials; maintains forms supplies; performs secretarial and clerical work in support of the District human resources; organize materials and maintains filing system for stored and active materials such as District personnel files, applications, interview files and other related materials.

**MINIMUM QUALIFICATIONS:**

**Basic Knowledge of:**

Modern office methods, procedures and equipment, including filing and the operation of standard office equipment; basic computer operations and the use of word processing, Excel and other software; basic business arithmetic; english composition, grammar, spelling and punctuation; formats and standards for typed and word processed materials.

**Skills in:**

Operating standard office equipment including computers; typing accurately at a rate sufficient to ensure successful job performance; assisting in the maintenance of complex filing systems; establishing and maintaining effective working relationships with those contacted in the course of the work; understanding and carrying out oral and written instructions; reading and interpreting rules, policies, and procedures; prioritizing work, handling multiple concurrent activities, and maintaining attention to detail despite frequent interruptions.

**DESIRABLE QUALIFICATIONS:**

Previous experience in personnel or human resources is preferred.

**PHYSICAL CHARACTERISTICS:**

Vision sufficient to read computer screens, and handwritten and printed documents; manual dexterity to operate computer keyboards, and manipulate papers; speech and hearing to obtain and relay information; bending and reaching to obtain or replace files and records.

**WORK SCHEDULE:**

Able to work at least three days a week.

**TO APPLY:**

Submit completed Student Application and Class Schedule form to the Career/Transfer Center.