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**Job Title:** Student Assistant

**Department:** Human Resources
**Hourly Rate:** $12/hour
**Work Hours:** Up to 20 hours per week (flexible with class schedule)

**Position Summary:**

The Student Assistant in the Alabama A&M University Human Resources (HR) office will provide essential administrative and clerical support to various HR functions, including onboarding, employee relations, benefits, and data management. This role offers a valuable opportunity to gain practical experience in the field of human resources within a higher education setting. The assistant will learn about HR best practices, compliance, and the importance of confidentiality.

**Purpose and Learning Outcomes:**

* Develop a foundational understanding of core human resources functions and their role within a large organization.
* Enhance administrative and organizational skills through managing HR documentation, data entry, and office procedures.
* Gain practical experience in maintaining confidentiality and handling sensitive employee information with discretion.
* Cultivate professional communication and interpersonal skills through interactions with HR staff, university employees, and job applicants.
* Learn about compliance requirements and policies related to employment in a higher education environment.

**Key Responsibilities:**

* Provide general administrative support, including filing, scanning, copying, and organizing HR documents (e.g., personnel files, applications).
* Assist with data entry into HR information systems, ensuring accuracy and completeness of employee records.
* Maintain the organization and cleanliness of the HR office and common areas.
* Answer routine phone calls and direct inquiries to the appropriate HR specialist or department.
* Assist with special projects, research tasks, or event planning as assigned by HR staff.
* Help prepare and distribute internal communications related to HR policies or announcements.
* Strictly adhere to all university policies, procedures, and confidentiality guidelines regarding employee information.

**Qualifications:**

Preferred knowledge, skills, and personal qualifications:

* Interest in Human Resources, Business Administration, or a related field.
* Previous experience in an office environment or with administrative tasks.
* Demonstrated ability to maintain a high level of discretion and professionalism.
* Proactive, detail-oriented, and capable of managing multiple tasks efficiently.

Required Qualifications:

* Must be a currently enrolled undergraduate or graduate student at Alabama A&M University.
* Minimum cumulative GPA of 2.5.
* Excellent interpersonal and communication skills (written and verbal).
* Strong organizational skills and attention to detail.
* Proficiency in basic computer applications, including Microsoft Office Suite (Word, Excel, Outlook).
* Ability to work 15-20 hours per week

**Experience Gained in this Role:**

By the end of the employment period, the student will have developed skills in:

* Communication – The student will communicate in a clear and organized manner so that others can effectively understand.
* Professionalism – The student will show a high level of dedication toward excelling in their duties.