



# HR Student Assistant-Benefits

## *Human Resources*

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*Fall 2024 - Spring 2025*

### **Duties/Responsibilities:**

- Assist Human Resources Benefits Team with ongoing assignments including but not limited to:
  - Updating data spreadsheet to track the completion of benefit enrollment forms.
  - Updating and organizing benefit forms as applicable
  - Checking general HR email account to forward benefit-related inquiries to the Benefits Team
  - Assisting with setting up the Benefits Fair
  - Creating flyers and packets for our upcoming benefit events
  - Other duties as assigned

### **Qualifications:**

- Proficient in MS Word and Excel
- Ability to work independently
- Strong attention to detail
- Multi-tasking and time management
- Maintains professional demeanor and follows office dress code
- Willingness to learn and adapt to work pace
- Office experience is a plus

**Start date:** September 2, 2024

**End date:** May 2, 2024

**Work Schedule:** TBD (minimum of 2 hours per shift, during office hours 8 am-5pm)

**Hours Per Week:** 6

**Starting pay rate:** \$17.28 per hour

**Work Award:** Yes

To apply, please submit student employment [application](#) to [amedina2@oxy.edu](mailto:amedina2@oxy.edu)