

Human Resources

Responsibilities:

Provide clerical support to Human Resources staff. Tasks include:

- Answer phones
- File paperwork in employee files
- Log applications & mail to departments
- Compile Benefit Orientation folders
- Assist visitors to office
- Run errands around campus
- Open mail & distribute
- Assist in preparation of mailings
- Other clerical duties as requested

Qualifications:

- Prior office experience preferred
- Ability to maintain confidentiality required
- Reliability and good communication skills helpful