

## Position Description

### POSITION PROFILE

**Position Title:** Student Employee HR

**EOU Department/College:** Human Resources

**EOU Supervisor Title:** Jacque Naegle Assistant HR Director/Benefit Manager

**Typical Job Duration:** Academic Year

**Job Level:** Based on Experience

**Type of Schedule/Typical Hours:** Flexible for Student's Schedule

**Typical Number of Hours Per Week:** 20 hours per week

### POSITION INFORMATION

#### Student Position Description Summary:

Through sound policies and practices, HR balances the needs of the employees and the needs of the college while ensuring compliance with federal and state laws. We support the College's mission of education and service by serving as resources and advisors to faculty, administration, staff, and students in all aspects of employment. The Office Assistant will work closely with the HR Team to complete everyday functions within the office. The duties and responsibilities are varied, and all require that a confidentiality agreement be signed. Students often get exposure to various HR functions, such as recruitment, employee onboarding, training and development, performance management, benefits administration, and employee relations. This exposure helps them gain a comprehensive understanding of HR operations.

### **Job Duties/Responsibilities/Essential Functions:**

- Responsible for creating new personnel files for new hire positions. Personnel files are a key element for the employee's success, including documentation for salary base, education tracking, retirement, benefits, and elements of performance evaluations. HR is moving to 100% electronic forms and files, and the ability to learn and manage various programs that support this goal is key. High Organizational skills and the ability to follow up are required for this position
- Many departments and forms still require scanning all paper documents and using software to add the documents to the proper storage location
- Banner houses key employment information for all classifications of employees. This information is used in various state and federal reports that are required for accreditation and compliance. This position is key to monitoring and ensuring all employee data is current. This includes new employee documents, promotions, tenure, education degrees, and years of service. The list is extensive of the information tracked within Banner, and data integrity is paramount because of the scope for which the information is used. The ability to research and dig for missing documents in HR's various programs is crucial.
- During the year, projects will be assigned as needed. The ability to be creative in collecting and reporting data is key. The information could be housed in various programs and locations, and the ability to interpret data, organize, and report will be needed.
- The position will have duties that are the employee's sole responsibility and must be checked and updated regularly. Time management will be important as the regular duties are met, and projects and support in the office are added.

## **HIRING CRITERIA**

### **Minimum Qualifications:**

- Federal Work-Study Required
- Knowledge of Excel Word Required

### **Preferred Qualifications:**

- Prior experience in an administrative role, preferably in HR, customer service, or office management

### **Desired Knowledge, Skills & Abilities:**

- Banner knowledge
- Laserfiche experience
- Knowledge of HR procedures

## STUDENT LEARNING OUTCOMES

*As a result of completing this Position, the student will:*

### **Academic Learning Outcomes:**

Students will learn practical applications of human resource theories such as recruitment, onboarding, and employee management. They will gain experience in understanding HR compliance regulations and how HR policies are applied in the workplace.

### **Industry Learning Outcomes:**

Students will develop skills in HR operations, including data management using systems like Banner and Laserfiche, and gain exposure to key HR functions such as payroll, recruitment, and benefits administration.

### **Career-Readiness Learning Outcomes:**

- **Communication:** Students will develop communication skills by working closely with various departments and assisting in onboarding and HR events.
- **Technology:** Students will enhance their skills in HR information systems (HRIS) and other HR-related software.
- **Teamwork:** Working collaboratively with the HR team, students will learn to manage multiple tasks and contribute to the smooth functioning of HR operations

## PROFESSIONAL DEVELOPMENT & TRAINING

### **Professional Development & Training**

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## LEARNING ASSESSMENT & PERFORMANCE EVALUATION

### Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework