Student Financial Services
15 Main Street
Henniker NH 03242
Phone (603) 428-2226
Fax (603) 428 –2404
Email: *sfs@nec.edu*

New England College

Student Employment Job Description

Job Title: Human Resources Assistant

Department: Human Resources

Student Name:_____

Length of Employment (check one): Fall ___ Spring ___ Both ___

Reports to: Holly Cole/ Megan Beeso

Job #: 430FS

Category: (Student)

Pay Rate: 7.25

Date:

Office Use Only

Position Purpose

Assists the Human Resources Office with general office duties

Duties & Responsibilities

Duties include: managing files, assisting with mailings, labeling, copying, compiling orientation materials, shredding, and light data entry in Excel. Answering phones and generally contributing to the welcoming environment.

Position Requirements

• **Skills & Knowledge**	• **Experience**	• **Education**
Technical: Proficiency in the Microsoft Office package, ability to complete a mail merge and Excel knowledge preferred. **Professional Conduct**: Displays professionalism in approach to work and representation of New England College. Presents a positive attitude and enthusiasm for job. Communicates effectively and conveys information accurately. Demonstrates good listening skills, comprehension and diplomacy. **Accountability**: Possesses sufficient skills and knowledge to perform all job responsibilities effectively and efficiently. Maintains confidentiality and is reliable. Demonstrates flexibility and adaptability. **Innovation and Communication:** Uses available resources/technology effectively.	Experience with Word and Excel Answering Phones Knowledge of office machines: copier, fax, shredder	At least 2 years of College

Initiative and Motivation: Displays drive and energy in accomplishing tasks. **Planning and Organization:** Uses time effectively and efficiently. Is able to set priorities and budget time so that work is of high quality and performed in a timely manner.		

_____ _____

Supervisor's Signature Date

_____ _____

Student's Signature Date

_____ _____

Student Financial Services Date