Carleton College Non-Exempt Position Description

Job Title: Student Worker for Human Resources
Classification: Student Worker (non-exempt)
Name and Address of Employer: Carleton College, 1 N College Street, Northfield, MN 55057;
If position requires the student to work in an off-campus location, provide the name and address here:
Department/Office: Human Resources
Location where duties performed: Human Resources office
Supervisor (Title): Benefits Coordinator / Employment Specialist
Alternative Supervisor (title):
Revision Date: 2022

Position overview including purpose of the position within the College:
Provide support, along with others in HR, in being a resource to campus faculty, staff and students with any workplace questions, needs or requests. General office support for the members of the Human Resources Department.

This position will work between 8-10 hours per week depending upon applicant’s availability.

Essential Job Functions/Responsibilities:
• Assist with HR projects as assigned by members of the HR department. Project work may consist of making informational packets, photocopying, filing, auditing/proofing spreadsheets, creating Word and Excel documents, organizing files and running campus errands.
• Greeting customers and directing them to the appropriate HR member if front desk is unoccupied.
• Perform On-Base document scanning as needed.
• Answering incoming telephone calls if HR members are in a staff meeting or temporarily absent from the office.

Additional Job Responsibilities:
• Student Workers will not have the authority to make decisions, answer questions or problem solve on behalf of the HR members; they will instead forward any questions/requests on to the appropriate HR member upon their return.

Describe Supervision Received and Exercised:
• Student Workers will primarily be supervised by the Benefits Coordinator, but will receive work direction/projects from all other members of the HR department. If schedule conflicts arise the student worker is to immediately consult with the members requesting the work to determine prioritization of duties.
**Education/Experience/Skills (supported by job duties):**

*Required:* Excellent communication skills, Microsoft Office Word and Excel experience, good organizational skills, ability to multitask and change duties as needed, ability to work independently as well as in a team environment, ability to focus and perform mundane tasks while maintaining a high level of attention to detail and to carry an enthusiastic, professional, can-do attitude.

*Preferred:* Prior general office work experience.

**Physical demands or Working Environment requirements:**

Typical office working environment during the core business hours of 8 AM – 4:30 PM with minimal lifting of up to 15 lbs. as needed and ability to use a scanner, copier and keyboarding on a computer with or without reasonable accommodations. No off-campus travel required.

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Last date reviewed ______________________
Reviewed by (position title) _______________________________________________