



CALWORKS WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Human Resources Office Assistant

DEPARTMENT: Human Resources Office

FILING DEADLINE: Open Until Filled

REPRESENTATIVE DUTIES:

- Serve as office receptionist; screen callers, take messages and forward calls to appropriate personnel, greet public as necessary; receive, process, sort, alphabetize and distribute mail; fed-ex/certified mail, provide routine information related to personnel and the application process, job openings and other information. Assist with archives.
- Perform other office support work related to the College human resources office; provide information regarding open positions, procedures and other related concerns.
- Type and distribute a variety of memos, forms, labels and other related duties.
- Maintain office supplies and compile employment packets. Keep copier, printer and fax machine full of paper.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Proficiency with MS word and Excel

CONDITIONS OF EMPLOYMENT:

- Must be eligible for CalWORKs Work Study.
- Must be enrolled in a minimum of 9 units at Hartnell College each semester.
- hours per week are flexible but normally **9:00am-1:00pm** or **1:00pm-5:00pm** (Not to exceed 20 hours a week)
- Salary range \$8.00 an hour.

APPLICATION PROCEDURE:

The following item must be completed by the filing date.

- A completed Hartnell College Application for Work Study Employment on Campus form.

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| Submit the completed Work Study Application to Alma Arriaga in the Human Resources Office |
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