



Position: Human Resources Assistant

Department: Human Resources

Employment type: part-time, 20 hours or less

Purpose: The HR Assistant (Work-Study) supports the Human Resources department by performing various administrative and clerical tasks. The position provides valuable experience in HR functions and office management while ensuring that all activities align with the college's policies and procedures. This role is ideal for students interested in pursuing a career in Human Resources, Business Administration, or a related field.

Work Schedule: 10 hours per week during regular business hours (8:00am - 5:00pm), flexible scheduling to accommodate class schedules

Duties and Responsibilities:

- **Administrative Support:**
 - Assist with general administrative tasks such as filing, photocopying, scanning, and organizing HR-related documents.
 - Manage and update HR databases, spreadsheets, and employee directories.
- **Recruitment and Onboarding:**
 - Assist in the preparation of orientation materials and welcome packets for new hires.
 - Assist with directory updates.
- **Event Coordination:**
 - Assist in planning and coordinating HR-related events such as workshops and employee recognition events.
 - Provide logistical support, including room reservations, material preparation, and attendee communication.
- **Customer Service:**
 - Serve as a point of contact for HR inquiries, providing general information and directing individuals to appropriate HR team member.

- **Project Assistance:**
 - Support HR staff with special projects as needed, including research, data analysis, and the development of new HR initiatives.

- **Compliance and Documentation:**
 - Ensure that HR documents and materials are properly organized and archived according to college policies and legal requirements.
 - Assist in maintaining HR bulletin boards and ensuring compliance with legal posting requirements.

Required Qualifications:

- **Enrollment:**
 - Must be enrolled as a Piedmont Virginia Community College student and meet the work-study program's eligibility requirements.
- **Skills and Abilities:**
 - Strong organizational and time management skills.
 - Effective listening, verbal and written communication skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with database management.
 - A customer service-oriented attitude with a willingness to learn and adapt.
- **Professionalism:**
 - Ability to maintain high professionalism, discretion, and confidentiality.
 - Positive attitude and a collaborative team spirit.

Additional Considerations:

- Experience in a customer-facing or administrative role

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu