

## **Healthcare – Human Resources Student**

**SUMMARY:** Under the direction of the Director of Human Resources, the Healthcare Human Resources position is responsible for general Human Resources activities in support of all employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists the human resources department in reconciliation of insurance benefit invoices.
- Maintains personnel files in neat, chronological order
- Assists in recruiting and staffing as requested including applicant records, submission of background and drug screenings.
- Prepares materials for new hire orientations
- Assists with government mandated reporting, i.e. EEO, AAP, etc.

Must be a student and minimum age of 18. 15 hours a week with flexible schedule. Daytime hours/weekdays. This is not a workstudy position. Pay rate is \$9.00 per hour.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and other routine mathematical functions.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems that deals with several variables. Ability to apply common sense, good judgment, and problem solving skills in situations.

**OTHER SKILLS AND ABILITIES:** Working knowledge of computers and Microsoft office products. Working knowledge of Excel is required. Advanced Excel abilities is preferred. Strong focus on customer service skills.