POSITION ANNOUNCEMENT

Title:	Student Assistant	***Department:***	Human Resources & Talent Management
Job status:	Part time, Non-exempt	***Benefits***:	Not Eligible
Starting pay:	$10.00 per hour	***Hours:***	15-19 per week
Opening:	March 7, 2017	***Closing:***	Open Until Filled

General Position Summary:
The student assistant will assist the Human Resources & Talent Management team with general clerical duties including, making copies, running errands on campus, filing, correspondence and other duties as assigned.

Essential Functions/Major Responsibilities:

- Aid office in clerical duties including making phone calls, preparing packets, assisting with mailings, copying, filing and faxing.
- Make various types of labels, nametags and table tents.
- Schedule and reserve facilities and services for event sites and vendor requirements.
- Assist with preparation for meetings and activities for the Human Resources & Talent Management team. Perform various research tasks using the Internet.
- Assist with maintenance of the HR & TM Intranet site.
- Run errands or deliver paperwork throughout Foundation buildings, on main campus and around Tucson as needed.
- Complete check requests and employee reimbursements for business purposes and responsible for keeping track of/filing copies. Miscellaneous filing.
- Perform other duties as assigned

Secondary Functions:

- Serve as a back-up receptionist for the building as needed

Minimum Qualifications:

- Must be a current University of Arizona student
- Must be able to work between 15-19 hours per week on a regular basis
- Must have valid drivers license for off-campus errands
- Experience with MS Office and Internet
- Knowledgeable in the use of fax and copy machines

Please send resume, cover letter, professional references and one writing sample to:
Candace Smith, HR Generalist, Human Resources & Talent Management
Email: Candace.smith@uafoundation.org

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