# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>LITS: Business Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Human Resources Graduate Student Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>5</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$11.25</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>15-20</td>
</tr>
<tr>
<td>Specific time periods required, if any:</td>
<td>Short term assignment until July 2015</td>
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<tr>
<td>Work Schedule:</td>
<td>Between 8am and 5pm, Monday-Friday. Specific times/days will depend on the student's class schedule</td>
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## Responsibilities/Duties:
- Provides administrative support for the LITS Human Resources team
- Greets and assists Emory staff, students, and visitors,
- Creates and maintains databases and filing systems and inputs biweekly compilation of student work hours into Access database and Excel
- Maintains student employee files
- Acknowledges receipt of student applications and forwards to the appropriate student supervisor
- May assist with posting student employee jobs to the Student Career Center (Eagle Ops)
- Other duties as assigned

## Requirements:
- Good organizational skills, dependability, ability to handle confidential information
- Ability to work with appropriate independence following training
- Ability to perform assigned tasks with accuracy and attention to detail
- Flexibility to adjust to changing assignments on short notice
- Intermediate knowledge of the Microsoft Office suite program (access, excel, word)
- Must be able to use basic office equipment (photocopier, scanner, fax, etc.)

## Interviewer Name:
Khadijah Muhammad

## Contact Number and/or Email:
lits-studentjobs@emory.edu

## Form Submitted by:
Khadijah Muhammad

## Date:
4/22/2015