OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Student Assistant for Human Resources
Department Name	Housing & Food Services
Job Location	Lander/McCarty
Pay Rate	$9.55 - $11.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Ryan Jones
Phone Number	206-616-2843
Email Address	hfsjobs@uw.edu
Website	www.hfs.washington.edu/abouthfs/studentjobs
Box Number	354551

Nature of Organization
HFS Human Resources provides support for managers and staff in areas including recruitment, training and performance management.
Duties and Responsibilities
Typical Work: •Place students into positions, including matching schedules and candidate preferences. •Conduct basic screening of applicants including sending surveys and reviewing scores. •Conduct candidate reference checks. •Update candidate records in UW Hires. •Contact candidates to schedule interviews. •Assist with composing and sending out position announcements to internal staff and on various external websites. •May assist with editing content on HFS employment webpages using CMS (Content Management System). •May assist with scheduling staff training and orientations. •Perform basic filing and records keeping tasks.
Minimum Qualifications

Must maintain high level of confidentiality. Experience with Microsoft office products including Word and Excel. Proven ability to professionally and effectively communicate in writing, via email, phone, and in person. Must be available to work full time during summer quarter. Preference for applicants with two years of undergraduate study in business, human resources or related field or an equivalent combination of classroom and work experience.
Educational Benefits
Entry level Human Resources position; a great opportunity for someone looking to go into the HR field. Gain recruiting, communication and organizational skills and experience.
How to Apply
http://www.hfs.washington.edu/abouthfs/studentjobs/

Job Number: HOFS08 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open