HR Student Associate

Position Type
Part-time/Non-work study

Job Title
Sr Student Associate/Human Resources

Hourly Wage
$13.80 and up, depending on student classification and relevant experience

Approximate Hours per Week
12-20, Flexible M-F 8-6

Job Location
UT Austin - J.J. Pickle Research Campus

Job Description
Sr Student Associate to assist full-time staff in the HR office of Applied Research Laboratories. Student will assist with HR-related administrative duties to include: spreadsheet data entry, functionality, and maintenance; scanning/filing/file management; and customer service. Student will assist with HRIS and compensation management systems in regards to maintenance, data entry/integrity, and suggesting/coordinating configuration and validation improvements. May assist with recruiting events, organizing training events, and editing presentations. Student will assist in areas of HR to include workforce metrics and analytics, HRIS, compensation analysis, records retention, recruitment, and employment.

Qualifications
• U.S. Citizenship required. Applicant selected will be subject to a government security investigation and must meet eligibility requirements to classified information at the level appropriate to the project requirements of the position.

• Current enrollment in a college/university. Major in Business Administration, Management, Human Resources, MIS, Human Dimensions of Organizations, Social sciences preferred. Student with interest in pursuing HR as a profession preferred but not required.

• Some experience in position that requires strong organizational skills and attention to detail. Experience in a position with HR functions, administrative functions, and/or spreadsheet maintenance/creation preferred.

• Demonstrated ability using Microsoft Office (Word/Excel/PowerPoint/Outlook)

Advanced, in-depth knowledge of Excel, to include formula writing, charting, and VBA programming preferred.

• GPA greater than or equal to 3.0
• Exacting attention to detail, effective problem solving skills, and excellent judgment.

• Self-motivated; interested in learning new tasks

• Excellent written and oral communication skills

• Ability to work independently with sensitive and confidential information, maintain a professional demeanor, work as a team member, accept supervision, and effectively communicate with diverse groups of clients.

Resume Receipt
Email

Default email address for resumes
students@arlut.utexas.edu

Contact Information
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College(s)
All Majors

Class Level
Sophomore, Junior, Senior, Masters

Minimum Grade Point Average
3.0