



## Job Title: Human Resources Work Study

### **Position Overview:**

This work study position requires basic office organizational skills and offers a valuable opportunity to gain hands-on experience in various HR functions while supporting a collaborative team environment.

### **Key Responsibilities:**

- Scan and file documents
- Make HR packets for:
  - Part-time instructors
  - Part-time non-instructors
  - Work study/Student hourly employees
  - Foreign students
  - Full-time employees
- Make copies of important HR documents such as W-4's and Employee Change forms
- Double-check Data entry
- Check student enrollment
- Double-check reconciliation spreadsheets
- Other assignments as needed

### **Qualifications:**

- Must be currently enrolled as a student at Otero College
- Organized and detail-oriented
- Ability to work effectively both independently and collaboratively within a team
- Dependable and punctual

### **Work Schedule:**

This position requires a commitment of up to 15 hours per week, with a flexible schedule based on the student's availability and the needs of HR Department staff.

### **Compensation:**

Hourly wage in accordance with Otero College's student employment program.



**Application Process:**

Fill out the online student employment form and provide all relevant information detailing your interest in the position. For additional information please contact Ashley Aragon at [Ashley.aragon@otero.edu](mailto:Ashley.aragon@otero.edu).

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