



Work Study Job Description Human Resources

2101 14th St, Cloquet, MN 55720

Location: Human Resources Office

Name and Classification of Position: Human Resources Clerk I

Supervisor: Marisa Haggy

Rate of Pay and Expected Hours of Work: \$10.00/hour, 10-15 hours per week*

Eligibility: Must be State or Federal Work Study Eligible**

Purpose and Role of Job within the College: To assist the Human Resources Director with basic HR duties in an effort to gain a better understanding of the functions of the department and its role within an organization. Must be able to work between the hours of 8:00 am and 4:30 pm, Monday through Friday.

Duties and Responsibilities:

- Sorting and filing
- Organize personnel, payroll, and benefits files
- Assist with updating staff job descriptions – work with supervisors and staff to update language, input data into current JD format, proofread and review, etc.
- Scanning files into imaging software and sorting/assigning to correct electronic file locations
- Other duties as assigned

Qualifications and Required Skills:

- Proficient computer skills
- Experience with Microsoft Word and Excel
- Attention to detail
- Willingness to learn the job duties in a Human Resources office

Specific Qualifications for Higher Job Classification: N/A

Learning Objectives:

- Obtain a basic understanding of a Human Resources office
- Improved computer skills and word processing
- Gain experience managing projects – updating job descriptions
- Gain a general awareness of how a tribal and community college functions

After checking with the financial aid office for eligibility, interested students should email Marisa Haggy at mhaggy@fdltcc.edu with:

- Availability
- Your contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](#) for more information.

**Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.