

Position Description

POSITION PROFILE

Position Title: Human Resources Department Student Lead

EOU Department/College: Human Resources

EOU Supervisor Title: Jacque Naegle, Assistant HR Director/Benefits Manager

Typical Job Duration: Academic Year

Job Level: Skilled

Type of Schedule/Typical Hours: Flexible for Student's Schedule

Typical Number of Hours Per Week: 20 hours per week

POSITION INFORMATION

The role of professional human resources in organizations has evolved beyond traditional administrative tasks to become a strategic partner in driving organizational success. Today, HR focuses on fostering a positive workplace culture, enhancing employee engagement, and supporting talent development. Key responsibilities include talent acquisition and retention, performance management, employee relations, diversity and inclusion initiatives, learning and development, and compliance with employment laws and regulations.

Modern HR also plays a crucial role in shaping organizational strategy by aligning human capital with business goals, leveraging data analytics to inform decision-making, and driving change management initiatives. HR professionals serve as advisors and change agents, helping organizations navigate complex challenges and adapt to the dynamic business environment.

This Student Position Opportunity:

The EOU HR Department supports the College's mission of education and service by serving as resources and advisors to faculty, administration, staff, and students in all aspects of employment.

The student Lead incumbent will work closely with the HR Department to complete everyday functions within the office and also will be directly involved in two key strategic project initiatives that require professional collaboration and problem solving with multiple departments and cross-functional teams across campus.

The duties and responsibilities are varied, and all require that a confidentiality agreement be signed.

Job Duties/Responsibilities/Essential Functions:

- **HR Administration (75%-85%):** Responsible for creating new personnel files for new hire positions. Personnel files are a fundamental element in modern human resources management as they house the documentation that comprise the employment relationship including compensation, benefits eligibility, retirement, paid time off, fringe benefits and performance evaluations. The EOU HR Department is well on its way toward being a paperless, 100% electronic document unit including the digitization of personnel files.

Eastern Oregon University is an EEO Employer and welcomes applications from women, members of historically underrepresented minority groups, US Veterans, and persons with disabilities. EOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities, and employment without illegal discrimination on the basis of age, color, disability, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.

- The ability to be creative in collecting and reporting data is key. The information could be housed in various programs and locations, and the ability to interpret data, organize, and report will be needed.
- The position will have duties that are the employee's sole responsibility and must be checked and updated regularly. Time management will be important as the regular duties are met, and projects and support in the office are added.
- Persistence and strong organizational skills are required for this set of file tasks.
- **Special Projects (15% to 25%):** During the year, projects will be assigned as needed. For the 2024-25 academic year there are two primary strategic project initiatives that offer the incumbent lead insight into and development of HR professional skills:
 1. **Onboarding and Orientation.** The incumbent lead will have first hand exposure to the challenges and solutions of onboarding and orienting new hire employees in higher education. Direct participation in the EOU Strategic Initiatives Onboarding and Orientation Group (“O&O Group”) will provide more than adequate opportunities for exposure to this important dimension of employment that sets the stage for successful job engagement and career success.
 2. **Candidate assessment.** Acquiring highly qualified talent has and continues to be a vital collective skill of organizations and directly influences the organization’s ability to be successful in delivering core its products and services to targeted markets. The inquiry stage of recruitment, also known as candidate assessment, if perhaps the most important phase of talent acquisition/recruitment. The incumbent lead will have ample opportunity to work with a variety of search committees and hiring managers of actual current vacancies in this critical inquiry step of finding and attracting qualified personnel.

HIRING CRITERIA

Minimum Qualifications:

- Federal Work-Study Required
- Competent communication skills both verbal and written
- Document organizational skills
- Knowledge of Excel Word Required
- Capable of operating a standard PC and peripheral high-speed document scanning equipment

Preferred Qualifications:

- Prior experience in office document management
- Prior experience in human resources talent acquisition, candidate assessment, and new hire onboarding
- Competent group problem-solving skills

Desired Knowledge, Skills & Abilities:

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- Banner knowledge
- Laserfiche experience
- Familiarity with employment law and regulations
- Knowledge of adult learning and training practices

STUDENT LEARNING OUTCOMES

As a result of completing this Position, the student will:

Academic Learning Outcomes:

The incumbent lead will experience and have opportunity to develop skills in key human resource practices including recruitment, onboarding, and employee documentation management. They will gain experience in understanding HR compliance regulations and how HR policies are applied in the workplace along with best practices relating to candidate inquiry and new hire assimilation.

Industry Learning Outcomes:

The incumbent lead will develop skills in HR operations, including data management using systems like Banner and Laserfiche, and gain exposure to key HR practices in recruitment and new hire onboarding and orientation.

Career-Readiness Learning Outcomes:

- **Communication:** Students will develop communication skills by working closely with multiple departments and assisting in employment document management, talent acquisition, onboarding and other HR practices.
- **Technology:** Students will enhance their skills in HR information systems (HRIS) and applicant tracking software.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework