**Texas A&M Transportation Institute**

**Human Resource Student Worker Position Description**

The TTI Human Resources Division is looking for three dependable, punctual, self-motivated student workers who can work with minimal supervision. Candidates must demonstrate the willingness to learn HR software and processes. The starting salary for our Student Workers is $15.00 per hour.

**Primary Duties**

Duties associated with fields of Human Resource Management and Human Resource Development:

* Conduct front desk and office administrative tasks
* Assist with Workday Human Capital Management (HCM) system tasks
* Conduct analysis of HCM information and various data systems
* Assist with conducting background checks
* Assist with coordinating interview materials
* Assist with onboarding
* Assist with employee termination compliance
* Prepare new employee files
* Prepare prospective employee folders
* Assist with new and ongoing projects
* Assist with training compliance
* Assist with development of process workflows
* Assist with data analytics
* Manage FreshService help desk software
* Other duties as assigned and needed

**Position Details**

* One position will focus on HR generalist duties (listed above) with special projects assigned during the year
* One position will assist with HR generalist duties (listed above) and work in the area of Hiring and Onboarding
* One position will assist with HR generalist duties (listed above) and work in the area of Benefits, Leave, and Data Analysis

**Location** – RELLIS Campus - TTI State Headquarters and Research Building

**Duration of Position** –through graduation date unless otherwise discussed

**Qualifications**

* Proficient with Microsoft Office (Word, Excel, PowerPoint)
* Able and willing to work on Fridays and full days during the summer or around class schedule
* During the school year work 15-20 hours per week. Opportunity for 40 hours per week outside of school semester
* Strong work ethic, excellent communication skills, positive attitude, and ability to work in a collaborative environment
* Sophomore or early Junior level classification for undergraduate student
* First year for graduate student
* Prefer Human Resources Development, Human Resources Management, or Business major