

Job Location

Karen Irwin
Chief Human Resources Officer
507-433-0692
karen.irwin@riverland.edu
On-Campus
Austin West
Human Resources

Job Title

Human Resources Assistant

Work Type

Monday, Tuesday, Wednesday, Thursday, Friday
10 - 20 Hours per week

Description

Receptionist, filing, writing correspondence, scheduling meetings, completing expense reports using Excel.

Skills

Professional Dress Code (no jeans); high level of confidentiality expected. Arrive to work on time and prompt notification if not able to work at scheduled time. Proficiency in MicroSoft Office - Outlook, Excel, Word and PowerPoint.