



Graduate Assistantship

Position Title: HR Graduate Assistant
Reports To: Senior Director of Human Resources
Department: Human Resources
FLSA Status: Non-exempt, \$15 per hour
Employment Status: Part-Time Non-Benefit Eligible
FTE:
Grant Funded: Circle One - YES/NO
Origination Date: 09/25/2025
Revision Date:

Position Summary: The Graduate Assistant position in the Office of Human Resources provides clerical and administrative support to the Human Resources department. The position is a part-time position offered from the time of posting until 06/30/2025.

Primary Responsibilities:

- Support the HR department with walk in coverage, filing, scanning documents, and recurring and special projects needed
- Performs clerical duties such as, but not limited to: answering phone calls, welcoming visitors/staff/faculty, processing mail, sending mail, scheduling and calendaring meetings, maintaining filing systems, and ordering supplies.
- Provides customer service and support for HR department
- Provides administrative support to the Human Resources staff
- May be assigned human resources related projects of a moderate nature
- Performs other duties and responsibilities as assigned

Skills and Experience:

- Strong working knowledge and understanding of Mount Mary University's academic programs, administrative office functions, and campus layout.
- Strong organization skills and attention to detail
- Demonstrated ability to work independently and maintain confidentiality as required
- Outstanding verbal, writing, and presentation skills; must be able to communicate and interact effectively with Mount Mary, employees, and faculty
- Exceptional ability to multitask and prioritize projects
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group process and foster collaborative decision making
- Strong working knowledge of Microsoft Office products and Jenzabar

Qualifications:

- To perform this job successfully, an individual must be able to perform each primary duties satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform primary functions.
- Must be currently enrolled as a Graduate Student making Satisfactory Academic Progress (SAP) toward a recognized degree

Physical Demands:

- May be required to lift up to 20 lbs.
- Must reach, bend, stoop, lift
- Must sit, walk or stand
- Some repetitive motion may be required

Working Conditions:

- Can be scheduled for up to 15 hours a week

- Varying workflow; sometimes stressful with high workload times of the year/
- Complete work required within a limited space
- Complete work required within a limited time

Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. If you are interested in this **position please email a resume, cover letter expressing interest and qualifications and at least two professional or academic references to:**

Hiring Supervisor: Shay Franke, Senior Director of Human Resources

Email: frankes@mtmary.edu