Department: **Human Resources**

Department Head: **Deborah L. Sloat**

Department Location Building name and Room No: **OH 112**

Department Telephone No: **605-394-1203**

Number of Positions to be filled: **1**

Average number of hours per week each student would be expected to work: **~ 10**

Specific qualifications or experience (i.e. Computer Science majors):

- **Ability to adhere to confidentiality.**

Specific duties:

- **Scan personnel files and various completed forms into HR system, shred paperwork, and other general office duties as needed.**