

## **HumanKind Human Resources Assistant**

### **Description of Position**

HumanKind is a non-profit that wraps around local families struggling to overcome challenges associated with poverty – financial coaching, transportation, childcare, foster care, and parenting support. This student will help provide essential support to the HR team maintaining accurate employee records, organizing documents, filing online and paper records while learning policy and procedure creation and changes. The typical hours of operation are between 9am-4pm, Monday through Thursday.

The student will report to the Liberty University Federal Work Study Coordinator and the HumanKind Director of Human Resources. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office  
Student Service Center in Green Hall  
1971 University Blvd  
Lynchburg, VA 24515

HumanKind  
1903 HumanKind Way  
Lynchburg, VA 24503

### **Job Responsibilities**

- Assist with organizing employee records
- Data entry of employee information
- Paperwork preparation
- Draft and edit basic HR communication
- Support HR team with recruitment events
- Perform general clerical duties including copying, scanning, mailing
- Maintain office supplies
- Creation of simple spreadsheets to help organize data, such as training completion
- Track upcoming expiration dates for HR files and documents

### **Job Qualifications**

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

**Pay Rate:** \$15.50 per hour

**Length of Employment:** Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email [workstudy@liberty.edu](mailto:workstudy@liberty.edu). The application can be found on the [Human Resources Job page](#).