

Human Resources Work-Study

Department: Human Resources Office (Teton River Wing – Administrative Suite)

Employer: Great Falls College MSU

Job Description:

Assist the HR Office with organizing, clean up, scanning, and electronically filing personnel records. Duties may include sorting documents, scanning files, naming and saving electronic documents, and organizing files.

Qualifications:

Attention to detail and accuracy. Ability to organize files and documents. Ability to follow instructions. Dependable and able to work independently.

Must maintain strict confidentiality of employee and personnel information. Must be comfortable working with sensitive documents.

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