

## 2023 Stockton Co-Op Positions

Anticipated weekly hours: 37.5

### Human Resources

#### Position: Office Assistant

##### Key Duties

- Supports recruitment team by assisting with background reports, reference reports, and licenses/certs
- Assists with scheduling as needed
- Assists with compiling employee files

##### Key Learnings

- HR systems and operations
- Customer service and communication skills
- HR processes