Seneca County General Health District

Position Title:	Fiscal/Human Relations Student Experience	**Agency Unit:**	Fiscal
Schedule:	Flexible	**Reports to:**	Fiscal Director
Pay Grade:	Unpaid	**FLSA Status:**	Exempt

Position Summary: Under the direction of the Fiscal Director, the Fiscal/Human Relations Student will assist with administrative duties, including data entry, document filing, and inventory. Student efforts will primarily be focused on select projects.

Essential Duties:

- Office and clerical assistance
- Modify the existing agency training schedule
- Develop and utilize spreadsheets, databases, and other computer applications
- Create a computer inventory of machines in the agency
- Collaborate with the agency IT provider for program management
- Assist with the maintenance of employee records and personnel files

Other Duties & Responsibilities

- Maintains confidentiality, as required;
- Demonstrates human relation skills in order to provide good customer service and work closely with the clients of the Health District;
- Willing to work independently;
- Prepare reports and summaries, as required;
- Other duties as assigned.

Minimum Qualifications:

Qualified students shall possess the following:

- Be actively enrolled in an undergraduate or graduate program;
- A program emphasis on human resources or accounting is a plus;
- Ability to develop and maintain effective working relationships with associates, supervisors, and general public;
- Ability to follow and carry out detailed instructions;
- Ability to communicate effectively;
- Understanding of office equipment, with a knowledge of Microsoft Office, including Word, Excel, Outlook and PowerPoint;
- Valid driver's license;
- Current auto insurance;
- Ability to operate a motor vehicle, on occasion;
- Maintains information in strict confidentiality.

Work Environment: The Fiscal/Human Resources Student position requires an student to:

- Travel to off-site locations;
- Respond to emergency calls;
- Come into contact with secondhand smoke, communicable diseases, blood, bodily fluids, allergens, dusts, cleaning supplies, insects, and animals;
- Lift, climb, bend, twist, kneel, squat, push, roll, and support up to 55 pounds;
- Sit, stand, stoop, and/or walk;
- Grasp with manual dexterity;
- Manipulate a keyboard and other technology;
- Ability to operate a motor vehicle.

Interested individuals are encouraged to apply. Email cover letter and resume to Anita Gaietto at agaietto@senecahealthdept.org. Applications will be accepted until the position is filled.

The Seneca County General Health District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.