

People Operations & Programs | Graduate Assistantships

Objectives:

Employee Engagement and Experience:

- Assist in planning and executing employee engagement initiatives.
- Gather and analyze employee feedback to improve workplace culture.
- Support diversity, equity, and inclusion (DEI) initiatives.

HR Administration and Compliance:

- Maintain employee records and ensure compliance with policies.
- Assist in processing HR paperwork (e.g., contracts, benefits, payroll support).
- Help with HR audits and reporting.

Learning and Development:

- Support training sessions by preparing materials and tracking participation.
- Assist in evaluating training effectiveness and employee development programs.
- Research and recommend new learning opportunities.

HR Data and Analytics:

- Gather and analyze HR metrics to support decision-making.
- Assist with surveys and reporting on key HR trends.
- Maintain HR dashboards and support performance management initiatives.

Process Improvement and Special Projects:

- Identify areas for efficiency improvement within HR processes.
- Support HR technology implementation and system updates.
- Assist in strategic HR projects as needed.

Qualifications:

- Currently enrolled in a graduate program (e.g., human resources management, business administration, organizational psychology, or a related field)
- Strong research and analytical skills
- Proficiency in data collection and management tools (e.g., Excel, Power BI, Qualtrics Survey systems)
- Organizational and time management skills with attention to detail
- Ability to handle confidential and sensitive information with discretion



Expected Outcomes:

Employee Engagement and Experience

- Higher employee satisfaction due to well-executed engagement initiatives
- Increased participation in employee recognition and DEI programs
- Actionable insights from employee feedback and survey analysis

HR Administration and Compliance

- Accurate and up-to-date employee records and documentation
- Compliance with company policies and legal requirements
- Streamlined HR administrative tasks, improving efficiency

Learning and Development

- Higher attendance and engagement in training programs
- Improved employee skills and development opportunities
- Measurable impact of training programs through feedback and performance tracking

HR Data and Analytics

- Meaningful HR insights derived from data analysis and reporting
- Enhanced decision-making through data-driven recommendations
- Efficient tracking of key HR metrics, such as retention and employee satisfaction

Process Improvement and Special Projects

- Increased efficiency in HR workflows through optimized processes
- Successful implementation of new HR initiatives or systems
- Positive contributions to strategic HR projects that align with organizational goals