I want to start my Career as a....

Human Resource Assistant

What will I do?
Human Resource Assistants are responsible for compiling and keeping personal records of employees safe and properly filed. They also assist with the interview process of new hires by helping to file and administer background checks.

What are the important facts?

Job Growth
The Human Resource department will always be in need due to the important role they play in a business. This department hires, interviews, and process all new employees—without Human Resources there would be no one to process or hire new employees.

In California, Human Resource Assistants are expected to have 250 new job openings between 2014 and 2024. This means there will be a 4% employment increase in the state--this level of employment increase means there will be lots of new jobs in the field.

Wage/Salary
The average hourly wage in San Jose is $23.76, with an annual salary of $49,420. In Silicon Valley, the living wage for a single person is $16.00 an hour.

Required Training
Human Resource Assistants are required to have either a Certificate of Achievement or an Associate’s Degree in Business Administration.

Individuals can receive training through any Community College that offers Business Administration.

What are typical tasks?

- Provide assistance in helping employees sign up for their employment benefits.
- Provide information on background checks.
- Arrange employment trainings.
- File and keep employment information confidential and secure.
- Answer questions regarding salary, employment applications, and employee benefits.

What would make this career a great fit for me?

- Have a passion for working with people.
- You understand the skills it takes to interview new potential hires and what characteristics to look for.
- You understand how health benefits work and you are able to teach new hires the enrollment process
- Able to talk in front of large crowds when conducting trainings for new hires.

Where can I get the training I need?

- De Anza College
- Evergreen College
- Foothill College
- Mission College
- San Jose City College
- West Valley College

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**Human Resource Assistant**

### Step 1

**Learn the skills employers say you need. Begin your education.**

**Education & Training: Human Resource Assistants**

<table>
<thead>
<tr>
<th>Community College</th>
<th>Four-Year University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate’s Degree or Certificate in Business Administration</strong></td>
<td><strong>Bachelor’s Degree in Human Resources</strong></td>
</tr>
<tr>
<td>- De Anza College</td>
<td>- San Francisco State University</td>
</tr>
<tr>
<td>- Evergreen College</td>
<td>- San Jose State University</td>
</tr>
<tr>
<td>- Foothill College</td>
<td></td>
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<tr>
<td>- Mission College</td>
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<tr>
<td>- San Jose City</td>
<td></td>
</tr>
<tr>
<td>- West Valley College</td>
<td></td>
</tr>
</tbody>
</table>

### Step 2

**Find a job that fits your level of education and training.**

**Career Pathways for Human Resource Assistants**

<table>
<thead>
<tr>
<th>Entry-Level Positions</th>
<th>Mid-Level Position</th>
<th>Advanced Level Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Resource Assistants</strong></td>
<td><strong>Human Resource Specialist</strong></td>
<td><strong>Human Resource Manager</strong></td>
</tr>
<tr>
<td>Human Resource Assistants need at least an Associate’s Degree to be eligible to apply for employment.</td>
<td>In order to advance to Human Resource Specialist it requires 1-2 years as an assistant PLUS a Bachelor’s Degree.</td>
<td>In order to advance to Human Resource Manager it requires 2-3 years work experience as a Specialist PLUS a Bachelor’s Degree.</td>
</tr>
<tr>
<td><strong>Employers:</strong></td>
<td><strong>Employers:</strong></td>
<td><strong>Employers:</strong></td>
</tr>
<tr>
<td>- Target</td>
<td>- Target, Walmart, or Safeway</td>
<td>- Any major non-profit company</td>
</tr>
<tr>
<td>- Any non-profit Organization</td>
<td>- Any non-profit</td>
<td>- Companies, such as Google or Target.</td>
</tr>
<tr>
<td>- Any major Company or Organization</td>
<td>- Any major Company, such as Google</td>
<td>- Any retail store, such as Forever 21 or Zumiez.</td>
</tr>
<tr>
<td><strong>Labor Market Information:</strong></td>
<td><strong>Labor Market Information:</strong></td>
<td><strong>Labor Market Information:</strong></td>
</tr>
<tr>
<td>- The average hourly wage for HR Assistants in San Jose is $23.76 with an annual salary of $49,420.</td>
<td>- Average hourly wage for HR Specialist in San Jose is $39.09, with an annual salary of $81,320</td>
<td>- Average hourly wage for HR Manager in SJ is $75.90, with an annual salary of $157,880.</td>
</tr>
</tbody>
</table>

In order to advance from Entry-Level to Mid-Level positions, it takes 2-3 years of work experience in an entry-level position, plus higher education and training, such as a Bachelor’s degree.

These are not the exact career paths individuals must follow. This is meant to serve as an example.
What are the Skills Employers look for in Human Resource Assistants?

Employers are looking for someone who:

- Has their Associate’s Degree in Business Administration or Certificate of Completion in Business Administration.
- Is organized and reliable.
- Understands the legal documents that go along with being in HR, such as background checks, benefits, and payroll process.
- Is capable of explaining the benefit plans to new employees. This consists of understanding what it means to have an HMO, PPO, and open enrollment.
- Has the ability to recruit new employees. This means posting job descriptions and assisting with the interview processes.
- Is able to assist with placement of new employees.
- Is able to answer questions employees have regarding 401ks and pensions.
- Has strong oral and verbal communication skills.
- Is able to keep employee information confidential, such as salary information, addresses, phone numbers or emails.
- Is able to assist with new hire orientations.

Employers may also refer to me as:

- Receptionist/Staffing Assistant
- Administrative Assistant/Office Coordinator
- HR Assistant

Moving up: Human Resource Assistant

Below are a few examples of how you can eventually move up in your career. These career advancements are options for when you are ready to advance from entry-level to mid or advanced-level positions.

Example Career Ladder: