



HUMAN RESOURCES INTERN

SUMMARY OF POSITION

Provides support to Human Resources, the Diversity, Equity and Inclusion department, and the Center for Professional Development and Education department. Duties may include benchmarking, research, assisting with training and onboarding new employees. May assist in other education efforts and the facilitation and development of projects.

RESPONSIBILITIES AND EXPECTATIONS

1. Exemplifies extraordinary customer service skills.
2. Ability to multi-task and prioritize a variety of responsibilities.
3. Possesses strong organizational, strategic thinking, verbal communication and written communication skills, as well as attention to detail.
4. Demonstrates a high level of maturity to manage confidential information.
5. Works a minimum of 10 hours per week for a minimum total of 120 hours within the semester.
6. Assists with benchmarking, research, creating and updating educational trainings
7. Assist with organizing company events and corporate activities.
8. Networks with related contacts to make appropriate professional connections.
9. Assists in the coordination and deployment of the community's resources, communications, and trainings.
10. Provide administrative support to HR business partners and managers.
11. Assess HR policies and procedures.

Note: The above stated duties are intended to outline those functions typically performed by the incumbent in this position. This description of duties is not intended to be all-inclusive or to limit the discretionary authority of supervisors to assign additional tasks of a similar nature or level of responsibility. Attempts to provide experiences that align with the intern's educational and/or career goals will also be addressed.

BACKGROUND, EXPERIENCE, AND EDUCATION

1. Education and Training
 - a) High School Graduate
 - b) Undergraduate or graduate student currently enrolled in coursework in human resources, business, psychology, sociology, education (non-licensure), healthcare administration, public health and/or other similar fields at an accredited college/university
 - c) Basic computer skills are required; Microsoft Excel and PowerPoint experience preferred
 - d) GPA: 2.5 or higher preferred.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, or veteran status

2. Experience
 - a) Previous customer service experience preferred
3. Work Conditions
 - a) Hours of operation are 8:00am-4:30pm, Monday through Friday.
 - b) Works in well-lighted, ventilated areas.
 - c) Sits for most of the working day, although standing and occasional walking throughout the building and to adjoining buildings may be necessary.
 - d) Works under pressure to meet deadlines.
 - e) Involved with personnel under various conditions and circumstances.
 - f) Subject to frequent changes in priority of duties throughout the day.