

PURPOSE

This position will provide confidential administrative support services for the Human Resources Department and other managerial staff, as well as employee relations support to employees. The Human Resources Intern will have exposure to various human resources functions including staffing and recruiting, employee record maintenance, benefit administration, payroll and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to assisting with the day to day operation of the department, the intern would:

- Create, maintain and audit employee files, including data entry into the HRMS/HRIS.
- Support recruitment efforts, coordinate career fairs, filter incoming resumes, and assist in scheduling interviews.
- Prepare materials for onboarding of new hires, and assist with new employee orientation.
- Assist with benefit administration including preparation and distribution of enrollment materials and invoice reconciliation.
- Respond to unemployment inquiries.
- Assist with processing and transmitting payroll.
- Create and manage content for HR communications.
- Prepare reports and materials for department as needed.
- Participate in and contribute to key HR initiatives and projects based on department needs and student interests.

Please note that this list is not all inclusive and may be expanded to include other responsibilities.

QUALIFICATIONS

- High School diploma or equivalent.
- Currently enrolled in an accredited college or university, seeking a degree in business, or related field.
- Interest in pursuing a career in Human Resources.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Excellent interpersonal, verbal and written communication skills to communicate effectively with employees in a polite, courteous, timely, accurate and efficient manner.
- Advanced proficiency in Microsoft Office applications, especially Word, PowerPoint, and Excel.
- Strong attention to detail, accuracy, initiative and follow-through with proven organizational skills.
- Ability to meet deadlines, handle multiple tasks with interruptions, and effectively adapt to changing priorities.
- Ability to work with sensitive information and maintain confidentiality.
- Previous work experience in an office environment is preferred.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL PHYSICAL REQUIREMENTS, but not all inclusive

Lifting	Files and Paperwork (less than 10 lb range)	Frequently
Sitting	At desk	Frequently
Talking/Hearing	Voice communication with customer & co-workers	Daily
Typing/Writing	Type & enter data into computer, complete paper work and forms, take notes, send electronic mail	Daily
Kneeling/Crouching Balancing/Walking	File employee records, conduct safety audits,	Occasionally

WORK ENVIRONMENT

This is primarily an office position. Some travel may be required to attend meetings within the geographic location of the business.