

HUMAN RESOURCES INTERN – SWANSON RUSSELL

Swanson Russell has an opportunity for a Human Resources Intern to join the team! Students will gain practical experience as they deliver assistance and support to the human resource department. The HR Intern will assist in onboarding, performance management, wellness, research, communication and special projects.

Learning Objectives/Task Goals:

- Assist with scheduling new hire orientation sessions and assembling new hire manuals.
- Performs customer service functions by answering employee requests and questions, or by directing them to applicable resource as appropriate.
- Assist with the communication and tracking of performance management process.
- Assist with coordination of benefits and wellness programs.
- Assist with employee special events and front desk coverage as needed.
- Keeps all personnel information filed properly.

Minimum Education/Skills/Experience/Credentials:

- Must be at least a junior standing and majoring in Human Resources or Organizational Development, with a working knowledge of human resource compliance and administration.
- Must have the ability to maintain confidentiality of all aspects of job responsibilities.
- Good interpersonal relations with proven communication skills, both verbal and written.
- Proficiency in Word and Excel preferred.
- Must be detail oriented, accurate, strong customer service skills, and learns new processes and information quickly.