**Human Resources Internship**

**JOB SUMMARY**                                            
The purpose of the summer internship is to provide meaningful, professional hands-on experience to students with proven academic performance and leadership potential. This internship offers the opportunity for meaningful contribution to the HR department’s business objectives while experiencing personal professional development.   
  
  
**Principal Duties and Responsibilities**                                  
•    Assist with administering and writing HR policies and procedures  
•    Review and update job descriptions  
•    Prepare HR reports & analysis  
•    Assist in the recruiting process (candidate sourcing, conducting phone interviews, coordinating on-site interviews)  
•    Assist in representing the company at recruiting events such as career fairs, etc.   
•    Study, analyze, and identify potential recruitment and talent acquisition opportunities, as well as reasons for turnover  
•    Help with various safety and wellness initiatives, including work comp  
•    Assist with onboarding / off boarding process (job postings, interview packets, new hire packets)  
•    Organize & maintain personnel, medical, and work comp files (transition from paper files to electronic copies)  
•    Assist with compensation and benefits questions & administration  
•    Handles telephone calls and walk-in employees & vendors for the department  
•    Clerical services (typing, filing, handling office equipment), including data entry  
•    Assist the Safety Department with various projects, postings & investigations  
  
**Education/ Experience Requirements**  
•    High School Diploma or equivalent required  
•    Pursuing a Bachelor’s Degree in Business with an Emphasis in Human Resources Management or Bachelor’s Degree in Human Resources Management  
•    Experience in Human Resources or Customer Service in a business or industrial setting is a plus  
•    Strong PC skills / Microsoft Excel / Power Point / Word  
•    Excellent verbal and written communication skills  
•    Strong organizational skills / attention to detail  
•    Able to prioritize between multiple tasks  
•    Able to maintain confidentiality  
•    Team player with a “can do” attitude  
•    Ability to adapt in a changing work environment

**Additional Details**

* 40 hours per week
* Summer internship: May – August
* Pay will vary based on level of schooling  
     
  Equal Opportunity Employer of Minorities, Females, Protected Veterans, and  
  Individual with Disabilities