Calling all HR and Business majors! Looking for an exciting internship opportunity with



an amazing company? Look no further, Duncan Aviation has you covered!   
  
As a **Human Resources Intern,** you will apply what you are learning in your

Business/HR classes while gaining practical hands-on HR experience in a corporate

setting. In this role, you'll be assigned to work on strategic projects, help support general

HR operations and learn from a team of HR professionals.   
  
This is a PAID, year-long internship with flexible hours (between normal business hours M-F, 8-5pm) of 15-20 hours/week (more during breaks if you are up for it!).

Don’t miss out on this rare opportunity! Visit our [career site](https://duncanaviation.workgr8.com/) and submit your application today!

**Essential Job Functions**

1. As a Human Resources Intern, you will be responsible for a wide variety of duties, which may include the following.

* Provides back-up support to the Administrative Assistant by greeting and assisting team members face-to-face, on the phone and via e-mail.
* Performs various data entry in the Human Resources Information System, Applicant Tracking System, and benefit carrier websites.
* Partners with the HR team on updating various team member communication resources (bulletin boards, lunchrooms, News from TMS, the Intranet and DATV.)
* May be asked to assist with participating in interviews and represent Duncan at local career hiring events.
* Performs a variety of support duties (i.e. preparing orientation materials, filing, etc.).
* Assists with team member engagement events, the United Way campaign and other community involvement activities.
* May perform other duties as assigned by the HR team and management.

**Job Specific Requirements**

* **Licenses/Certificates:** N/A
* **Attendance:** Regularly scheduled attendance required, intern is expected to regularly work 15-20 hours/week
* **Physical:** Repetitive motion; tolerates standing, walking, bending and sitting; proficient typing and data entry skills
* **Environmental:**N/A
* **Work Schedule:** Flexible based on work schedule during normal business hours M-F, 8:00am - 5:00pm

**Education and Experience**

* Currently enrolled in a two- or four-year college/university pursuing a course of study in Business Administration, Human Resources, Organizational Development, Management or related field
* Proficiency with Microsoft software (Word, Excel, Power Point, etc.) required

*Duncan Aviation is an Equal Opportunity and Affirmative Action Employer. EOE Minorities/Females/Protected Veterans/Disabled*