

Human Resources Management Intern

Description

Write a brief paragraph on why your business is the right place for a student to begin their career. What sets your company apart? (See internship ads from Google for ways to write PDs that appeal to Gen Z.)

Company is looking for a Human Resources Management intern. The student filling this position will learn more about (X,Y,Z) and make an impact on our business by contributing directly to (A,B,C). Don't forget to include expected number of hours per week, duration of internship, and whether or not it's paid.

Responsibilities

- Post job opportunities to online job posting sites, social media and other online resources.
- Review and screen applications using standard criteria
- Coordinate/plan pre-screen interviews
- Conduct pre-screen interviews with applicants via WebEx
- Utilize applicant tracking system to document interview results and make recommendations to management on candidates to move forward in the interview process
- Assist in representing the company at recruiting events such as career fairs, etc.
- Provide support of new hire on-boarding process
- Create and/or update current student job descriptions
- Assist with employee orientation
- Observe all areas of the Human Resources department
- Become familiar with various software systems used within the department
- Audit employee personnel, training, and other files for compliance with applicable laws
- Help with safety and wellness initiatives, projects and programs
- Develop research methodologies, compiles data and statistics and designs reports and proposals on human resources topics
- May assist in the development and delivery of employee training programs
- Assist in the development and delivery of employee relations/employee retention initiatives
- Provide status updates to leadership on employee changes, metrics reporting, staffing updates and project status
- Help coordinate completion of performance management process and ensures timely completion and filing of all related documents and updating of HRIS
- Participate in community committees and events
- Aid in coordination and documentation relative to all leave-of-absence occurrences for employees
- Assist with benefits administration
- Other administrative and business management tasks as assigned

Requirements

Applicants should be Junior or Senior level Human Resources Management majors who are proficient in Microsoft Office applications such as (1,2,3). Attention to detail, the ability to multi-task and excellent oral and written communication skills are all essential to this position.

Majors

Human Resources Management, Business Management, or a related field, etc.

Instructions for Applying:

Ex. include an email address to send applications to or a link to your company's career page.

Company Contact Information:

Include the email address, phone number, and website applicants should use to contact you with questions.