HUMAN RESOURCE INTERNSHIP

Internship Objective:
To provide student transferrable working knowledge in desired field of study to enhance ability to gain full time employment upon graduation.

Student Will Gain:
- Understanding of HR Laws and Regulations, State and Federal, and their application.
- Understanding of HR Policies and Procedures for Different Businesses
- Understanding of Composition of Employee Handbooks for Different Industries

Hours per Week:
40 hours per week, depending upon the number of weeks scheduled to intern.

Pay Rate:
$13.00/hour plus overtime

Academic Qualifications:
Business Administration, Management, Labor and Industrial Relations, or Organizational Development and Design

Desired Skills and Qualifications:
All applicants applying to participate in the paid Student Internship Program must meet the following requirements:

1. Must be a United States citizen.
2. Must be enrolled as a degree-seeking student in an accredited program.
3. Must be in good academic standing, maintaining a G.P.A. of 2.75 or higher.
4. Must have completed at least 30 hours in an accredited program.

In addition to meeting the basic qualifications required, applicants must also:

1. Work well in a team environment.
2. Have very strong communication skills and be detail oriented.
3. Have a working knowledge of computer applications such as Microsoft Word or Microsoft Excel.
4. Have excellent writing, reading, and interpersonal skills.
5. Be able to organize a variety of assignments simultaneously and meet tight deadlines.
Description of Intern Responsibilities:
The Human Resources Intern will assist with the administration of the day-to-day operations of the Human Resources functions and duties. The HR Intern carries out responsibilities in some or all of the following functional areas: departmental development, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment.

May assist in:

~ Performance management and improvement of tracking systems.
~ Employee orientation, development, and training logistics and recordkeeping.
~ Assisting with employee relations.
~ Company-wide committee facilitation and participation.
~ Maintaining employee files and the HR filing system.
~ The day-to-day efficient operation of the HR office.
~ Job analysis in order to create and maintain job descriptions of all positions.
~ Revising job descriptions in order to ensure that descriptions are changed as duties change and that new descriptions are written as required for new hires.
~ The construction and improvement of company policies and procedures.
~ Maintaining employment resumes, applications, and applicant flow logs in line with standard company procedures.
~ Assembling needed information for the composition of employee bulletins and newsletters.
~ Maintaining proper filing and documentation.
~ Maintaining client confidentiality as it concerns client files and documents provided for contracted services.
~ Helping other personnel as may be required for the purpose of supporting them in the completion of their work activities. (i.e., research and application assistance)
~ Answering multi-line phone calls.
~ Performing other administrative duties and special projects as needed.

Location (on site):
517 King Street Lebanon, PA 17042