Job Description:
This Human Resources Internship will provide a comprehensive HR experience in a variety of topics both operationally and strategically. Short term and long term projects will be completed during the semester long internship. The main areas of focus for the internship will be onboarding, recruiting, orientation development, and policy implementation. This internship will run from January through May with the possibility of continuing further based on operational need.

The starting pay rate for this position is $9.00/hour.

The average number of hours per week will range between 20-25 hours.

Essential Job Functions:
The following list are typical duties of a HR Intern at Nook Sports:

- Help manage and record incoming application flow
- Provide correspondence to applicants and prospective applicants via phone and email
- Assist in the scheduling of interviews for all available positions
- Assist with the employee onboarding/orientation process
- Gather and analyze all department schedules
- Develop department orientations with help from the department managers
- Create and modify job descriptions for new positions that are developed for each department
- Maintain an employee relations board informing employees of upcoming events and internal job postings
- Shadow and understand any employee investigations that arise
- Recruit applicants at local and regional job fairs
- Participation in an operational role during major events and tournaments at Spooky Nook Sports
- Filing and scanning documents as needed in employment folders
- All other duties as assigned

Basic Qualifications:

- Must be 18 years of age or older
- Valid Driver’s License
- Must be currently enrolled in an accredited institution and majoring in Human Resources, Business, Communications, Economics, or other related field
• Previous or present enrollment in HR specific courses
• Current Junior or Senior class status
• Must have dependable transportation to and from work
• Ability to read, speak and understand the English language

Preferred Qualifications:

• Previous work experience in an office setting
• Previous experience in a customer service role
• Positive and friendly attitude towards guest, customers, and fellow employees
• Must be able to follow directions both written and verbally
• Ability to remain calm in tense and/or stressful situations
• Good organizational, time management, customer service and problem-solving skills
• The ability to work accurately and meet deadlines with frequent interruptions
• Applicants will be highly motivated, customer focused, values driven, and mission centered
• Excellent verbal and written communication skills
• Previous experience with Microsoft Office,
• Ability to safeguard confidential information

Working Conditions:

• Flexible schedule including evenings and certain weekends
• Physical requirements necessary include sitting, walking, standing, bending, lifting and working on a computer for long periods of time
• Must be able to lift a minimum of 25 pounds

Please [click here](#) to print and complete the application. Please include a copy of your resume when sending your completed application. All information should be returned via email to jobs@nooksports.com or applications can be returned to Spooky Nook Sports, located at: 2913 Spooky Nook Road, Manheim, PA 17545.