Human Resources Intern

The Human Resources Intern will be responsible for assisting the Human Resources team with a variety of tasks for the summer including new hire orientation, recruitment, time and attendance, benefits, and record retention. They will also be tasked with maintaining and organizing the team's shared drive.

Responsibilities:

- Assist with new hire and benefits orientation. Update new hire information as needed. Assist with I-9s and E-Verify, new hire data entry, and documentation collection from new hires.
- Assist with various employee relations activities including events, employee recognition, Tuesday Times entries, etc.
- Assist with recruiting and staffing (post positions, schedule interviews, check references, process background checks and prepare follow-up correspondence.)
- Perform miscellaneous office duties (answer phones, submit team supply orders, and reception relief etc.)
- Assist in performing benefits administration to include change reporting, preparing invoices for payment, and communicating benefit information to employees.
- Participates in department meetings and other meetings and seminars as appropriate.
- Contributes to team efficiency by recommending new approaches for continuous process improvement.
- Maintains personnel files and other human resource records. Compiles reports from HRIS database. Maintains and organizes team's shared drive (the T drive).
- Assists with timekeeping responsibilities. Serves as the backup HR timekeeper.
- Performs other duties assigned.

Experience:

Pursuing Bachelor's Degree in Human Resources, Business, Psychology or a closely related field. Prior HRIS database experience a plus. The successful intern should possess the ability to research, perform analysis, draw conclusions and make recommendations with a general understanding of current employment legal requirements. Excellent oral and written communications skills as well as functional knowledge of Microsoft Word and Excel required. Sound judgment and ability to maintain confidentiality of sensitive information.

To apply, submit resume to:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=438848&source=CC2&lang=en_US
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