HUMAN RESOURCES INTERNSHIP

Overview:
As a Human Resources Intern, you will be assigned to projects in one or more of the following areas: Compensation, Talent Acquisition, Benefits, Human Resources Information Systems, and Generalist support. The Intern projects are designed to rapidly expand your skill set as well as provide you with a broad perspective of Human Resources.

Duties and Responsibilities

- Help identify and recruit new talent through use of social media
- Review Compensation and Benefits strategies to ensure that current strategies are helping attract and retain talented people, while also meeting business needs
- Benchmark compensation strategies and structures to several other companies of similar size or industry
- Support the call center unit with incoming questions regarding time off, pay, benefits, and promotional opportunities
- Assist with new-hire orientations or on-site training
- Coordinate and schedule employee events in order to encourage sociability within the organization
- Facilitate and manage the employee review process while imputing feedback into HR information systems
- Support each HR unit with administrative functions including processing employee paperwork, filing confidential information, imputing employee data, and assisting in meetings or conference calls.

Qualifications:

- Pursuing a Bachelors in a relevant major such as: Human Resources, Industrial Labor Relations, Business, Organizational Studies, or Organizational Psychology
- Exceptional **communication and interpersonal skills** to build and maintain relationships in a **culturally diverse** environment
- **Strong writing skills** and **presentation ability** that will be important for interaction with senior business leaders
- Ability to **manage multiple projects** at one time
- Strong **organizational** skills
- Demonstrated **leadership skills** and competencies
- Strong intellectual/analytical capabilities while paying **attention to detail**
- Strong problem solving and **negotiating** skills

NOTES and QUESTIONS to ask: