HUMAN RESOURCES
Intern/Apprentice

Human Resources Assistant

Summary: Under general supervision of the Human Resource Director, performs a wide variety of professional human resource services which may include compensation analysis, conducting an orientation for new hires, outlining the risks and ROI on social media, and increasing the applicant pool. Other possibilities include proctoring written exams for police and fire, being part of an oral board for interviews, contract review or development of a training program.

The student will gain valuable exposure to how a one person HR department runs, take part in meetings, and perform high level tasks in real time.

To gain a valuable experience that truly prepares the incumbent for a job after graduation, the student must be willing to commit to (2) two days per week for 6 months.

Essential Duties:

- Collect and analyze data directly related to human resources.
- Conduct studies, preform research and prepare reports.
- Conduct job analysis, develop crediting plans and recruitment plans
- Assist with the development of HR policy
- Prepare HR reports or analytics
- Ability to analyze data to suggest process improvements. Identify processing trends and issues and recommend solutions.
- Perform research, conduct analysis of employee records, and review records for accuracy.
- Develop recruiting brochures, wellness articles, safety procedures, etc.

Other Duties:

- Provide administrative support as needed. Provides other related works as needed.

Qualifications:

- Proficiency with Microsoft office including Word, and Excel.
- Excellent organizational, interpersonal, oral and written communication skills.
- Ability to work accurately and efficiently
- Strong analytical skills and the ability to interpret data.
- Must have previous office experience and be comfortable on the phone