JOB DESCRIPTION

ADMINISTRATIVE INTERN (HUMAN RESOURCES)

DEPARTMENT: HUMAN RESOURCES
PRECEPTOR/REPORTS TO: DIRECTOR, HUMAN RESOURCES
APPROVED BY: __________________________ DATE: __________

(ORGANIZATIONAL PRECEPTOR)

JOB SUMMARY AND ESSENTIAL FUNCTIONS: Completes work projects and performs various activities as assigned to support Human Resources Department. Provides research and administrative support to department by compiling information, preparing/analyzing data, and generating reports.

1. Carries out work projects and performs various duties as assigned to include:
   - FML/Sick Leave Management
   - Salary Administration
   - Benefit Management
   - HR Statistics

2. Compiles and analyzes data for preparation of statistical and operational reports. May use computer to enter and format data, generate statistics, computations, tables, or charts.

3. Provides research and administrative support by preparing data and reports.

4. Coordinates activities and works effectively with other departments, agencies, and institutions.

5. Attends meetings and participates on committees as assigned/directed.

6. Performs other duties as assigned.

POSITION REQUIREMENTS:

- Must be enrolled in accredited program leading to a Bachelor’s degree and in good academic standing.
- Demonstrated organizational, communication and interpersonal skills with a high attention and commitment to detail.
- Experience in working with Microsoft Office (Excel, Access, Word, PowerPoint) and other HR related software with ability to utilize computers to enter and retrieve information/data, generate statistics, computations, tables, charts and graphs required.
- Knowledge of HR principles and theories desired.