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| Project | Description |
| **Develop & Maintain HR Compliance** | Develop current knowledge of HR Laws and Regulations  Stays informed of new developments in the HR field  Stays informed of document retention requirements  Works alongside HR Director with ongoing initiatives |
| **HR Administration** | Prepare Word, Excel and PowerPoint documents  Proofread HR documents  Participate in 401(k) and Benefits Open Enrollment  Prepare mail communication  Order Benefits information (books, flyers, postcards, etc.)  Maintain documents (beneficiary forms, proof of dependent spouse, enrollment forms)  Create, send and work with HR Director on Open Enrollment survey  Attend meetings to learn more about benefits implementation  Work with HR Director and Office Coordinator on new hire paperwork/orientation |
| **Recruitment** | Maintain job boards (post, close, sponsor open positions)  Research college, university and trade school job boards and websites for upcoming, targeted career/job fairs |
| **Team Member Engagement** | Coordinate summer TM picnic/BBQ  Create list for plant and route TM anniversary awards (5, 10, 15, 20, 25 years)  Creative approach to communicate Scholarship Program  Create engagement surveys |
| **General Administration** | Building internal marketing collateral  Assisting in creating & updating various training manuals  Document experience with an edited Go Pro video during the internship |
| **Cost Reduction Analysis** | Are there small ticket expenses that you know you are spending too much on but don’t have enough time to focus on addressing them? This is a perfect project to give a finance / management major. Give them the total monthly spend and let them go to work on understanding current costs and evaluating possible cost reduction options. |
| **Past Due Account Collection** | While certainly not the most fun project – nothing helps reinforce the importance of cash flow and managing client accounts. |
| **Analyze Financial Reports** | Numbers tell the story on how your business is doing. Have your intern study the financials and put together reports on the health of the business. Let them analyze your budget and compare it to the actuals to see if there are areas they can dig deeper into. |