**Human Resources (HR) Internship 2020**

**POSITION DESCRIPTION:** Paid Human Resources Internship

Assists with Human Resources working along-side HR managers. Gains insight into recruitment and retention, compliance, health and safety, employee engagement and satisfaction.

**DUTIES:**

Assists HR management and staff in:

* Developing and maintaining HR compliance
* Administration of payroll and benefits
* Employee communications and engagement
* Recruitment and retention activities
* Establishing department objectives and metrics

**LEARNING OBJECTIVES:**

* Develop knowledge of current HR laws and regulations
* Recognize proper levels of communication and documentation
* Develop analytical skills to access and evaluate performance
* Understand the impact of employee satisfaction and engagement
* Learn OSHA and general safety guidelines to effectively follow instructions and train others

**QUALIFICATIONS:**

* Current undergraduate enrollment in a Business, Operations and/or Engineering program
* Strong math skills
* Excellent knowledge of MS Office
* Ability to deal with problems involving employees achieving production standards
* Ability to quickly learn company specific software.
* Strong organizational and time management skills with ability to multi task in fast paced environment.