POSITION: Intern; Human Resources

POSITION PURPOSE: Position responsibilities include assisting the Assistant Director of Human Resources and the Student Development Coordinator with employee recruitment, coordination of New Hire Orientation, and administration of student employment with Campus Recreation. Work will include management of Human Resource Database, data collection and analysis, and staff training and development. It is expected that the intern will contribute to the overall Campus Recreation Student Development program by providing feedback on current practices and ideas for future development.

TYPICAL JOB DUTIES:
- Assist with recruitment strategies and events for employment.
- Set-up, organize, and co-facilitate all New Hire Orientation/BBP training sessions
- Track and record attendees, record certifications, and add payroll for CPR/AED/First Aid, New Hire Orientation/BBP certifications, Clery, and Ethics Training for part-time staff
- Manage Campus Recreation Employment email account
- Update Human Resources and staff intranet webpages as necessary
- Assist with and represent Campus Recreation at job fairs and job information sessions.
- Manage Employee of the Month program
- Assist with Staff Appreciation Events, Staff Olympics, and End of the Year Banquet
- Manage staff uniform inventory. Distribute uniforms and name badges, as requested.
- Assist with SLs
- Assist Student Development Graduate Assistant with management of Student Leads including recruiting, hiring, onboarding, payroll, events, etc.
- Create and implement process for documenting Campus Recreation processes
- Assist in development and delivery of student development initiatives and staff training programs
- Provide office support for HR staff as needed
- Other duties as assigned including special projects

JOB KNOWLEDGE/SKILLS REQUIRED:
1. Strong organization and communication skills.
2. Ability to work independently and as a team.
3. Ability to develop and present ideas and initiatives.

REPORTING LINE: The Intern reports directly to the Student Development Coordinator and the Assistant Director of Human Resources.

SUPERVISORY DUTIES: None

QUALIFICATIONS: Ability to be highly organized and have good planning skills. Excellent oral and written communication skills. Ability to be self-motivated and work independently. Ability to work with diverse populations and those with special needs or limitations. Familiarity with all Campus Recreation policies and procedures.

TIME COMMITMENT: The Intern will work a variety of different hours depending on the time of the year. The Intern can expect to work 10-15 hours in a typical week. A fifteen (15) minute break is not a state, nor a federal mandated rule. However, it is University protocol that we honor the 15-minute break for each 4-hour shift worked (including back-to-back shifts). For further information on the 15-minute break, please review the Student Employee Guidelines.

08/10/2021
EVALUATIONS: Performed by the Student Development Coordinator

COMPENSATION: $15.50/hr.