



Title:
HR Intern
Level:
N/A
FLSA Status:
Non-Exempt

Division:
Administration
Department/Location:
Human Resources
Employment Status:
Temporary

SUMMARY

This position will provide administrative support to the Human Resources department. The position reports to the Director of Human Resources & Information Technology. The candidate should be interested in learning all facets of the human resources profession. The internship would enable the student to gain human resource generalist work related experience. The hours will consist of a minimum of twenty-four hours per week. The responsibilities will include; but not limited to: database management, scanning, filing, and record keeping.

RESPONSIBILITIES

- Maintain and ensure the electronic application system is updated. Provide applicant tracking of applications using the Human Resource Information System (HRIS) – Microsoft Great Plains.
- Input, maintain and ensure data in the HR system is entered and updated to include, but not limited to: address changes, training certificates, OSHA, certificates of insurance, benefits, performance appraisals, disciplinary records, employment history, salary.
- Generate routine and ad hoc reports for HR department and management staff.
- Assist HR staff with ensuring the HR Intranet (Team Site) is updated and maintained.
- Prepare and coordinate the probationary performance appraisal process, including: preparation; distribution, and receipt. Maintain the performance appraisal database. Generate a monthly appraisal status report. Notify managers of due and/or outstanding appraisals.
- Assist with external recruiting and internal staffing, including: eligibility screening, scheduling interviews, preparing interview packets, and assisting with new hire processing.
- Prepare new hire orientation packets.
- Ensure personnel and medical files are well maintained and up-to-date per department and/or legal requirements.
- Prepare and forward Cobra notifications in a timely manner. Maintain Cobra payment database.
- Ensure all HR Action Requests assigned are completed in a timely manner.
- Distribute and post HR correspondence and notification on the Intranet (i.e. new hire welcome bios, benefit/health insurance updates).
- Coordinate with management to revise and update all position job descriptions and skills/training requirements.
- Assist with projects to include, but not limited to: Summer Annual Performance Appraisal Process, Star Recognition Program, Attendance, and Charitable Fund-Raiser events.
- Assist staff with routine clerical activities such as word processing, copying, filing, faxing, scanning, inter-office mailing, etc.
- Perform other duties as directed by Supervisor and/or HR Staff.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours when requested, volunteer for events and activities that the Authority participates in or sponsors, and volunteer for community service, etc.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- A college student currently pursuing a Bachelor's Degree in Human Resource Management, Business Administration, or Public Personnel Management.

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Valid driver's license in good standing
- Candidate should have a strong interest in the Human Resources field.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook & PowerPoint) and data entry. Experience and/or familiarity with Human Resource Information System – Microsoft Great Plains, Share Point, and Crystal Report Writer are preferred.
- Report writing experience preferred.
- Exceptional interpersonal, customer service, organizational, analytical, written and verbal communications skills.



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- Ability to exercise discretion and adhere to confidentiality when handling matters of a confidential or highly important subject matter.
- Must be flexible and able to adjust to shifting priorities without difficulty.

PREFERRED QUALIFICATIONS

- None

PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer’s expectations for the job title. While performing the functions of this job the employee:

Constantly communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Constantly operates computer devices and/or business productivity machinery. Must be able to remain in a stationary position for at least 50% of the time. Frequently moves about inside the office to access file cabinets, office machinery, etc. Occasionally moves and transports supplies and materials up to 10lbs.

Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee’s Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor’s Signature:</i>	<i>Date:</i>