

Say Yes Buffalo Internship Program

Posting Submission Form

Organization Name: Rich Products

Location: Buffalo, NY

Website: <https://www.richs.com/>

Submitter Name: Shelby Connors

Position Title: HRIS and Talent Acquisition

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Organization Description/Profile: Rich's has been able to pull off something rare in the business world: a culture that successfully blends the latest business practices with family values. That means our associates are able to work for a great company while also benefiting from a work environment that fosters world class professionalism combined with family intimacy. Our benefit offerings are reflective of this unique blend of Life, Work and Family.

Position Supervisor: Clo Palmiero

Internship Title: Human Resources and Information Systems (HRIS) Summer Intern

Internship Duties and Responsibilities:

Working on the Human Resources Information System team is a great way to understand some of the most strategic human resource functions and gain hands on experience on supporting them with a cloud system. We are a cross functional team in HR, working with recruiting and onboarding, performance management, talent assessment, succession and compensation.

The HRIS intern will utilize Success Factors, one of the most widely used HRIS System. They will become familiar with agile methodology and project management. Our HRIS team works with 27 different countries, so the position may also have some exposure to other languages and cultures.

Minimum Requirements

- Say Yes scholar in good academic standing
- Rising Junior or Senior

Desired skills:

- Excellent written and oral skills
- Excellent organizational skills and attention to detail
- Affinity with technology, enjoy working in systems
- Understanding of HR processes a plus
- Understanding of how to build reports in a system a plus
- Proficiency in Microsoft Power Point, Excel and Word a plus

Intern takeaways:

- Become familiar with working with large data set in Excel
- Assist some of our major projects by providing support in the form of creating power point presentations, testing, or planning as needed.
- Will be trained on specific system configurations, including translations, workflow management, and more.
- Be part of our Governance team and experience a system release cycle in the software
- Update and create learning documentation to support HR, managers and associate trainings
- Create reports and test integration files
- Feedback will be provided on every assignment

Duration of employment: Internship will be from May 2018 through August 2018, depending on the availability of the student.

Compensation:

- All internships will be paid competitive rate.
- NOTE: Any determination regarding academic credit will be made by the intern's academic department.

Accommodations:

- The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns. Organizations should indicate in their internship descriptions reasonable ways in which they can accommodate candidates with disabilities.

To apply:

Submit resume and cover letter to buffalointernships@sayyestoeducation.org

Deadline:

February 15, 2018