

JOB DESCRIPTION:

The Human Resources Intern will provide support for the daily operations of the Human Resources Department with attention to the Employee Services and Workforce Planning areas.

This is a **full-time** internship and the hours will generally be Monday through Friday from 8 AM to 4 PM. The position begins in the summer of 2018 and extends through December 2018.

Job Responsibilities:

- Maintain accuracy of, and update employee personnel files in accordance with company policies and government regulations
- Enter data into Human Resources database to keep employee records current
- Recruit, tour, interview, select and on-board candidates
- Review resumes in online database to recruit qualified individuals for specific open positions
- Maintain employment resumes, applications, and applicant flow logs in line with standard company procedures
- Assist in recruitment activities and special projects as needed
- File documents and answer phone calls

Education, Knowledge, Skills, and Ability:

- Current Say Yes Scholar in good academic standing **OR** 2018 Say Yes graduate
- Business majors with courses in Human Resources preferred
- Knowledge of Microsoft Outlook, Word, Excel, PowerPoint, and Access
- Knowledge of U.S. Labor Laws: FLSA, OSHA, FMLA, and IRCA is preferred
- Must have exceptional oral, written and interactive communication skills
- Skilled in effective research tactics and good organization
- Ability to maintain high standards of confidentiality
- Ability to convey a positive and professional image to internal and external customers

INTERNSHIP SUPERVISOR: Daniel Schieber, Human Resources Supervisor

OTHER CRITERIA:

UPS is an equal opportunity employer. UPS does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law.

TO APPLY: Submit resume to buffalointernships@sayyestoeducation.org

DEADLINE: July 13th 2018