

# SMEL | Stimulating Minds through Entrepreneurship and Leadership

## JOB DESCRIPTION

<b>POSITION:</b>	Human Resources Intern
<b>DEPARTMENT:</b>	Administration
<b>LOCATION:</b>	115-15 Farmers Blvd, St. Albans, NY 11412
<b>REPORTS TO:</b>	CEO
<b>SALARY:</b>	Internship
<b>SCHEDULE:</b>	10:00 am – 6:00 pm (Monday – Friday)
<b>JOB SUMMARY:</b>	The Human Resources Assistant Intern aids the Chief Executive Officer, Human Resources Manager, and other management personnel in planning, directing, and coordinating HR functions at SMEL, including but not limited to employment decisions, talent management, compensation, benefits, training and development, employee relations, and employee discipline.

## EDUCATION, EXPERIENCE AND REQUIREMENTS:

- 0-2 years work experience
- High School Diploma (minimum) or enrolled in college with at least 30 credits towards HR/Business field.
- Excellent writing, editing and verbal communications skills, as well as excellent interpersonal, organizational, administrative and research skills.
- Some relevant HR experience.
- Quick learner and attention to detail.
- Great planning and organizing skills.
- Quick learner as well as being independent.
- Able to maintain high level of confidentiality.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint).

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist HR Manager in any necessary events or projects that are taking place at SMEL.
- Proficiently email, coordinate, and schedule meeting times for employees to discuss company business with the HR department.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Compile and update employee job descriptions, when necessary.
- Work on specific projects that will improve and benefit the HR department
- Organize and file employee paperwork.
- Gather, record, and file personnel information
- Assist with management training sessions that the HR department conducts.
- Be able to work independently or in a group setting, once given direction.
- Back up to the receptionist
- Other duties as assigned.

## EOE

## HOW TO APPLY:

Please read the specialty opportunities listed below and submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header “Human Resources Intern” to [careers@smelny.org](mailto:careers@smelny.org). No phone calls, please.