

Human Resources Internship

Please Note:

- This internship is **unpaid** but offers valuable hands-on experience and professional development.
- Housing is **not** provided for this internship. It is the responsibility of the student to arrange their own accommodations for the duration of the program.

Position Summary:

The Human Resources Intern will assist our HR Department with administrative and HR-related tasks. To be successful as an HR intern, you should keep abreast of the latest developments in labor legislation to determine how company HR policies may be affected. This position will perform job duties with a high level of initiative and discretion while maintaining a high confidentiality level.

Job Responsibilities:

- Updating company databases by inputting new employee contact information and employment details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms.
- Removing job advertisements from job boards and social media platforms once vacancies have been filled.
- Assisting the HR staff in gathering market salary information.
- Assisting in the planning of company events.
- Preparing and sending offer and rejection letters or emails to candidates.
- Coordinating new hire orientations.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.

Required Qualifications:

- 1-3 years' experience in Human Resources.
- Working knowledge of US Labor Laws
- Familiarity with HRIS (Human Resources Information System) software.
- Ability to communicate clearly. Verbally and written to understand and effectively carry out standard programs and instructions.
- Must demonstrate a high degree of accuracy, integrity, sound professional judgment, tact, maturity, and the ability to handle confidential, sensitive information.
- Ability to organize, manage, and prioritize multiple tasks, deadlines, requirements, and priorities to complete work promptly and within established deadlines.
- Ability and willingness to work with diverse audiences and maintain cultural sensitivity

Location: In-person at Cornell Cooperative Extension of Suffolk County, Riverhead