Job Title: human resources intern  
Department: Legal and Operations  
Reports to: human resources business partner & facilities manager  
FLSA Status: non-exempt; ($12/hour, paid position) 10-15 hours/week  
Location: Columbus, Oh

Application Deadline: July 25, 2021

**Job Summary:**
- To work in conjunction with the human resources business partner to support human resources and facilities projects and maintenance.
- To perform assigned duties in conformity with the Constitution and policies of Delta Gamma Fraternity and Foundation.

**Essential Functions:**
- Draft responses to employees by responding to their inquiries concerning policies, procedures and benefits  
- Assist with communication related to human resources initiatives, employee engagement programs, and activities  
- Review resumes and recommend escalation; contact candidates by phone/email to schedule phone screens and virtual interviews  
- Reconcile and review benefits invoices and statements  
- Conduct research on a diverse range of issues using multiple sources; selects relevant material, analyzes information and presents findings  
- Draft and propose updated annual performance process including timeline and forms  
- Assist with weekly and monthly reporting  
- Assist with new hire onboarding and programming  
- Submit invoices to accounts payable  
- Propose and support wellness programming and promotion to staff  
- Send updates regarding PTO usage and availability  
- Update and catalog job descriptions  
- Other duties as assigned.

**Qualifications:**
- Demonstrated commitment to creating inclusive environments where belonging is valued  
- Must be currently enrolled in an accredited college program with an emphasis in Human Resources Management (we will assist with student obtaining college credit where available)
• Creative, and process-driven, constantly looking for ways to make things more efficiently
• Experience prioritizing multiple functions and tasks while managing work time
• Strong interpersonal, organizational, and communication skills
• High degree of confidentiality and the ability to work independently
• Someone who lives in the details, thinks about processes and knows how to get and keep things organized
• Proficient in the use of Microsoft Office tools, and ability to learn and be highly proficient in Excel, Google Forms and Microsoft Teams
• Willingness to learn and have a specific desire to learn more about HR
• Interns must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position

2021/07