

## Human Resources Intern

**Department:** Human Resources

**Reports to:** Human Resources Manager

**Hours:** 6-10 per week

**Paid:** No

**Responsibilities:**

- Assist with human resources paperwork
- Assist with execution of HR events and trainings
- Maintain the safety of all employees within the organization
- Monitor diversity and EEO levels within the organization
- Implement general business best practices into the organization
- Aid in undergraduate outreach and communication strategies
- Encourage employee participation in HR events
- Perform additional reception duties (mail, email, messages, supplies, etc.)
- Create a semester-long HR project and present it to the Administration division
- Attend weekly human resources staff meetings
- Learn job duties and functions of other HR department employees
- Other duties as assigned by the Human Resources Manager

**Qualifications:**

- Must be a University of Minnesota student
- Ability to work effectively with people with diverse identities
- Ability to display a professional manner at all times
- Ability to handle confidential information
- Excellent interpersonal and communication skills
- Strong organizational skills and attention to detail
- Strong work ethic, self-motivation, and problem-solving skills
- Ability to learn and adapt to necessary computer programs
- Strong time-management skills and tactics
- Limited knowledge of human resources is acceptable

**To apply:** Visit [www.mndaily.com/page/jobs](http://www.mndaily.com/page/jobs)

**Disclaimer:** *This job description is only intended to be a summary of the responsibilities and qualifications required in the day-to-day work for this position. It is not exhaustive in nature. The Minnesota Daily reserves the right to change the job description at-will and to modify an employee's job role at any time to best benefit the organization.*

*The Minnesota Daily is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity/expression, marital status, national origin, age, disability, genetics or any other characteristic protected by federal, state, or local law. **All students are encouraged to apply.***

**December 2018**