JOB TITLE:
Human Resources- Recruiting Admin Intern

LOCATION:
1015 Norwood Park Blvd. Austin, TX 78754

DIVISION:
Organizational Development-Human Resources and Recruiting

REPORTS TO:
Recruiting Specialist I

COMPANY:
Established in 1958, Goodwill Central Texas is a non-profit organization that has transformed thousands of lives through the power of work. We are the leader in workforce development, one of the largest employers in our region, and a cornerstone of the community. Our mission is funded through our donation-driven retail stores, comprehensive business and staffing solutions, and generous community support. Our ten-year vision is to transform the lives of 100,000 Central Texans through work.

Join the team whose work empowers people to transform their lives.

POSITION SUMMARY:
The HR-Recruiting Intern will provide general administrative support to the human resources and recruiting team under Goodwill’s Organizational Development department. Intern responsibilities will include providing assistance with applicant tracking, resume sourcing, and new hire onboarding. Intern will work directly with electronic HR databases and also provide customer service to Goodwill employees as needed. Intern will work both with human resources and recruiting team and may assist other HR staff as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Assist HR recruiting team with recruiting and orientation activities:
   a. Posting jobs, conducting general resume searches, and screening applicant
   b. Applicant tracking and maintenance in recruiting software system
   c. Community outreach and job fairs
d. Assist with new hire reminder calls
2. Assist with new employee data entry into HR databases
3. Assist recruiting team with validating work documents
4. Gain understanding of commonly utilized HR software systems such as Ceridian and Ultipro
5. Attend weekly Human Resources and Recruiting meetings as appropriate

OTHER DUTIES AND RESPONSIBILITIES:
May provide admin assistance to other HR staff as needed or applicable

SUPERVISORY RESPONSIBILITY:
This position does not have supervisory responsibilities.

REQUIRED QUALIFICATIONS:

1. Ability to maintain confidentiality related to GCT employee information, business contacts, and operations.
2. Excellent computer skills.
3. Proficient in Microsoft Office.
4. Good communication skills.
5. Organized with strong attention to detail, time management, and multitasking skills.
6. Comfortable working independently on projects in an office environment.
7. Self-motivated with strong collaboration and critical thinking skills.
8. The ability to work both independently and as a team.
9. Flexibility to respond to changing contexts and situation.
10. Basic understanding of database systems.

PREFERRED QUALIFICATIONS:
Undergraduate in majors focusing on human resources and business management. Experience with Ceridian software.

COMPENSATION AND HOURS:
$7.25-$11.75/hour depending on experience. 15-30 hours per week, prefer 30 hours. Preferred availability on Tues and Thurs, but flexible hours on evening and weekends. Fall semester only. Preferably receiving school credit for internship hours.

APPLY: www.goodwillcentraltexas.org or email Internship Coordinator Leslie Bailey-Smith at Leslie.Bailey@goodwillcentraltexas.org

We are proud to be an EEO/AA employer minority/female/disability/vet. We maintain a drug-free workplace and perform pre-employment substance abuse testing.