Human Resources Intern

We are looking for a **Human Resources Intern** to work with Tk20’s Human Resources Director in the Fall 2015 semester. As an intern, you will work to implement a new HR document retention system and assist in carrying out an internal document retention audit. You will also assist with a variety of additional HR-related items. This position requires upper-level college coursework in Business and/or Human Resource Management, exemplary attention to detail, and exceptional communication skills. The intern will work 10-15 hours per week for at least 8 weeks during normal business hours (8:00 am to 5:00 pm) in our Austin, TX office. The position pays $15 per hour.

This internship is temporary. However, high-performing, qualified candidates who demonstrate a willingness to take on other responsibilities may be offered a full-time position in Tk20’s Human Resources, Finance, or related departments.

**Key Responsibilities**

- Work with the HR Director to implement a new HR document retention system
- Independently manage sorting and filing of personnel records according to the approved document retention system
- Work with the HR Director to carry out an internal HR documentation audit
- Assist with additional HR-related tasks as needed

**Requirements**

- Upper-level college coursework in Business and/or Human Resource Management
- Status as a junior or senior at an accredited university or college. Graduate student applicants are also welcome.
- A familiarity with regulations & best practices for documentation retention preferred
- Exemplary attention to detail
- Exemplary interpersonal, written, and verbal communication skills
- An interest in human resource management preferred
- Ability to work 10-15 hours per week starting September 2015

**Why Work with Tk20?**
Tk20 is a dynamic, global company that believes in making a difference in education. We provide a collaborative work environment and enjoy celebrating our successes! You can find out more about us by visiting:

- [Tk20.com](http://Tk20.com)
- [LinkedIn](http://LinkedIn)
- [Twitter](http://Twitter)
- [Flickr](http://Flickr)

If Tk20 sounds like the right fit to you, apply now by sending your letter of interest and a resume/CV to recruiting@tk20.com with **Human Resources Intern** in the subject line.
Tk20 is an equal opportunity employer and does not discriminate against an individual based on the individual’s race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability, or any other protected characteristic or activity.