



## JOB POSTING

Job Title <b>University Intern</b>		Evaluation Type <b>As Designated by University Program</b>	Department <b>Human Resources</b>
Pay Grade <b>None</b>	FLSA <b>None</b>	Date Revised <b>December 2016</b>	Supervisor <b>Executive Director, Human Resources</b>

**BASIC FUNCTION & RESPONSIBILITY:** Provide administrative and clerical support to all facets of the Department of Human Resources office staff. Represent the District in a professional and positive manner.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES:** The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

### **Support of Administrative, Fiscal and/or Facilities Functions:**

- Process incoming calls and greet visitors and route to correct location.
- Provide general information and assistance to all callers and visitors in a friendly and professional manner. Act as liaison between the District and its customers.
- Sort and distribute mail for central administration building.
- Create, maintain, and update personnel files.
- Secure all necessary documents, post updates and close out files of former employees; update official service records and complete leave balances.
- Assist with new employee orientation program and substitute hiring process.
- Verify information on current and former employees, and respond to requests for information from other employees, supervisors, the general public and other districts.
- Assist with determining certification of teachers and other certified professional employees.
- Perform research using internet resources and organizations.
- Assist with identification badge process for district employees
- Assist with department projects and perform clerical tasks as requested.
- Perform miscellaneous office duties, answer phone, fax materials, prepare correspondence.
- Provide assistance to campuses/departments as requested.
- Interact positively with employees and the community to provide needed information.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to organize and prioritize tasks.
- Knowledge of general District facts and information.
- Skill in operating standard computer and software applications, including but not limited to electronic mail, word processing, spreadsheets, databases, and presentations.
- Skill in written, verbal communication and providing excellent customer service.
- Ability to operate a multi-line telephone system and must have knowledge of acceptable telephone etiquette.

**ENTRY QUALIFICATIONS:** Enrollment in an internship program with an accredited University.

**HOW TO APPLY:** Interested interns may express intent by sending an email to Noelia Rodea ([nrodea@bisdtx.org](mailto:nrodea@bisdtx.org)).