

Job Title:	Human Resource Intern	Wage/Hour Status:	Non-exempt
Reports to:	Director of Human Resources	Pay Grade:	N/A
Dept./School:	Central Office	Calendar:	N/A

Primary Purpose:

Will assist the Director of Human Resources in the many facets of Human Resources, along with organizing and assisting in the management of work activities of the HR Department.

Qualifications:

Experience:

Human Resource experience, preferred
Clerical or secretarial experience, preferably in a public education environment

Education/Certification:

A current college student enrolled in a Human Resource Management degree program.

Special Knowledge/Skills:

Ability to interpret and disseminate information to individuals and groups
Proficient skills in keyboarding, word processing, and file maintenance (*both physical and computerized*)
Effective communication and interpersonal skills
Basic math skills
Ability to use personal computer and software to develop spreadsheets and databases and perform word processing (*may be asked to perform proficiency test*)
Thorough working knowledge of Microsoft Excel, Microsoft Word and Microsoft Access

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Assist in the auditing and verification of certification and licensing information of certified or licensed professional, paraprofessional, and auxiliary employees.
2. Assist in the processing of teacher applications and verify certification with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states.
3. Verify current SBEC permit applications and monitor permit status.
4. Assist with the process of determining eligibility for various leave programs including Family and Medical Leave (FMLA) and temporary disability leave according to established guidelines, and provide employees with required timely notice.
5. Work cooperatively with payroll department and risk management to process and coordinate all employee leaves and absences, including those relating to workers' compensation and district's sick leave bank.
6. Assist with employee orientation program and present information on leave benefits.

7. Assist with the processing of substitute teacher applications (criminal background checks, worker compensation check, etc.)
8. Assist in the maintenance of active and inactive substitute list and distribute to campus secretaries.
9. Maintain physical and computerized substitute records, including personnel files.
10. Prepare and submit information required for processing substitute employee payroll.
11. Assist in the preparation and presentation of substitute orientations.
12. Prepare correspondence, forms, contracts and reports for district employees.
13. Distribute applicant records to principals.
14. Assist with the input and maintenance of information in employee database.
15. Process and receive criminal history record information, references, and other application materials.
16. Maintain physical and computerize departmental files.
17. Assist in the preparation and maintenance of all employees and applicants, including receiving and routing of changes (e.g., name, address changes).
18. Process request for official district records, including maintaining log of request for records, retrieving documents, copying and mailing records.
19. Assist in the requests for verification of employment.
20. Assist with the distribution of prior employee service records.
21. Prepare and distribute job vacancy announcements and advertisements.
22. Prepare correspondence, forms, records, and reports using personal computer and typewriter.
23. Assist with the preparation and distribution of employment contracts.
24. Compile, maintain, file and secure all physical and computerized reports, records and other required documents.

Supervisory Responsibilities:

None.

Equipment Used:

Multi-line phone system, personal computer, printer, calculator, copier, fax machine, binding and folding machines.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Contact Information:

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