



**EMBASSY
SUITES**
by HILTON™

San Marcos - Hotel, Spa & Conference Center

Human Resources Intern

Primary Purpose:

This individual will assist the Human Resources Director in the many facets of human resources along with organizing and assisting in the management of work activities of the HR department.

Duties:

Recruiting: Manage job posting process including posting on job boards. Post and monitor our company's career website. Assisting with new hire paperwork and employee file creation.

Management: Oversee and select candidates from various community internship programs

Benefits: Assist with Health Benefit administration

Data Entry: Various entries using HRIS

Employee Relations: Assist with the retention programs: Employee of the Month, Affirmative Action Plan, Monthly Employee Rallies, Safety Committee, and Make a Difference Committee

Training: assist with and learn Orientation, Harassment, and Safety Programs. Track training for compliance. Track TABC and Food Handler License for compliance with state policy.

****This is a non-paid internship.**

Interested interns should contact Elva Zdeb at 512-805-5311 or e-mail elva.zdeb@jqh.com