



Human Resources Intern

Emmis Austin Radio has earned a reputation as a fun, exciting, and innovative company, where every individual is part of the team. Emmis Austin Radio is a branch of Emmis Communications with a cluster of seven radio stations in Austin, TX including: KLBJ-AM (590), KLBJ-FM (93.7), KGSR (93.3), KROX (101.5), KPBA (103.5), KLZT (107.1), and Latino 102.7. **All EAR internships are for school credit only and are unpaid positions.**

Job description:

Learn about human resources and the business office in a radio company. Interns will be exposed to personnel functions including new hire orientation, exit interviews, and various HR projects. The intern will assist in the intern program, hiring process and payroll functions.

Responsibilities include but are not limited to:

- Intern program- recruiting, screening applicants, intern placement, follow up, & updating intern log
- Helping with the business office- assisting with payroll audits and the accounting office as-needed
- Learn about staffing and recruiting, new hire orientation, exit interviews, the performance review process, and the employee action team.

Requirements:

- All interns **must** receive school credit from an accredited college, university, or institution (no exceptions)
- Available to work 15-20 hours a week required (flexible scheduling)

Skills:

- Ideal intern is detail oriented, possess initiative, responsible, friendly and easy to work with
- Must maintain confidentiality and demonstrate discretion in handling sensitive information

Please send a resume with cover letter to: mjamali@emmisaustin.com. Refer to posting and no phone calls please. Internships are available during the fall, spring, and summer semesters.

**EMMIS COMMUNICATIONS/EMMIS AUSTIN RADIO
IS AN EQUAL OPPORTUNITY EMPLOYER**