

Pflugerville Independent School District - Job Description

Job Title/Position:	Internship, Human Resources	Department/School:	Human Resources
Pay Information:	Pay: \$12.00 per hour Interested Applicants Send Resume to willie.watson@pfisd.net (Chief HR Officer)	Supervised By:	Director Human Resources
FLSA:	Non-Exempt	Date Revised:	August 2019

Primary Purpose:

As a university/college student, the HR internship position is designed to develop and guide a student for a career in human resources. The candidate will assist the Chief Human Resources Officer and other HR personnel with various HR tasks. Major work responsibilities will include, but not limited to, HR special projects, technology related HR refinements, and working with various documentation storing and filing processes.

Qualifications (Experience/Education/Certification):

Currently enrolled college student purposing a bachelor's or advanced degree level.

Major Responsibilities:

- Provide support to HR departmental personnel.
- Perform compliance audits on behalf of HRD.
- Complete HR Special projects.
- Maintain confidentiality of information.
- Promote a positive and professional work environment.
- Assists with employee recruitment as necessary.
- Assists with HR onboarding of employees, including the New Employee Information Sessions.
- Establishes and maintains regular written and in-person communication; develops and maintains technical documentation related to assigned functions and responsibilities.
- Performs other duties as assigned.
- Conserves electricity as outlined in the districts energy management plan.

Special Knowledge/Skills:

- Clerical/secretarial skills.
- Knowledge of telephone etiquette.
- Skill in working with various forms of equipment including, but not limited to, personal computers, calculators, projectors, and printers.
- Skill in working with computer tools, including but not limited to, email, internet, word processing, spreadsheets, and databases.
- Skill in problem solving.
- Skill in working in collaborative team-based environments.
- Skill in maintaining confidential information
- Skill in communicating effectively with others.

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of computer; repetitive hand motions; maintain emotional control under stress, must be able to push, pull, lift, and/or carry at least 20 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required. The district shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, sex, or national origin. Nor shall the district limit, segregate, or classify its employees or applicants for employment in any way that would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status as an employee because of the individual's race, color, religion, sex or national origin.

Received by: _____ Date: _____