

HUMAN RESOURCES INTERN

Location: New Castle, Delaware

Hourly Rate: \$14.00 (Undergraduate Student)-\$15.00 (Graduate Program Students)

Opening Date: November 24, 2021

Closing Date: January 31, 2022

I. POSITION SUMMARY

This position will assist the Human Resources (HR) department with day-to-day activities. This internship will give the intern valuable, real-world HR experience in the areas of administration, employment law, employee relations, labor relations, talent acquisition (TA), training, and benefits. The position is based at our Corporate Headquarters.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the administrative requirements of all HR functions and performs related duties as required and assigned. Assist the HR department in implementing HR policies and procedures. Assignment may include but not limited to:
 - Assists with skill database, help with implementation and refining of some report functions
 - Participate in HR planning meetings, help test and refine HR Metrics.
 - Help build functional and some technical requirements for potential TA software RFP for skills database
 - Work on internal applicant referral program
- Assists with miscellaneous special projects as needed such as compensation, benefits, and employee relation issues.
- Prepares general correspondence and spreadsheets in support of human resources activities
- Provides routine information to applicants and employees; may assist employees in completing various employment documents
- Works in teams with entire HR department to solve problems and complete projects as required and assigned
- Provide the highest level of customer service and professionalism to all internal and external customers
- Develop formal presentation (Power Point) of summer experience and present at HR Managers meeting at the end of the program.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Generalized knowledge of HR functions
- Must be able to maintain the confidentiality of HR documents and other personal information
- Effective oral and written communication skills
- MS Office skills, emphasis on Excel and PowerPoint
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- At least a Junior, recent college graduate or 1st year master's candidate in HR, Business Administration, Public Administration, or related discipline with

intent on pursuing a career in Human Resources. Classroom or real-world exposure to analytics preferred.

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid Driver's License

VI. ADDITIONAL REQUIREMENTS

- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- All potential employees will be subject to a background investigation
- Subject to pre-employment drug testing

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If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.

The Delaware River & Bay Authority is an Equal Opportunity Employer (EOE).

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