

## Pacific Science Center (2, both in HR)

### Human Resources Intern

Pacific Science Center's Human Resources Department has an exciting internship opportunity for a student pursuing a Human Resources career.

As a Human Resources Intern, you will play an integral role in staff recruitment, training support, documenting processes and resources, assuring compliance, payroll, and benefits. At the internship's conclusion, you will have gained valuable HR administration skills and will have made a real world impact at Pacific Science Center!

**Time Commitment:** 30 - 40 hours a week (may involve some evening and weekend hours)

You will have the opportunity to work closely with an HR Generalist, Recruiter, or Manager to develop general skills to build your career, including:

#### **Soft skills**

- Effective communication
- Collaboration as part of a larger team
- Time management
- Client relationship management

#### **Office skills**

- Outlook email & calendar
- Microsoft Suite
- HR systems (Taleo and Volgistics)
- Project Management

As a Human Resources Intern, you will focus on one of the five main aspects of our department, and will work closely with your supervisor to build an experience that will help you grow. The hiring team will determine an area of focus that best meets our current needs, and fit your goals, interests, and current skills. We have larger projects available to our interns that are associated with each area of focus. You will have the chance to work in at least one of the following areas of Human Resources:

- Attract - Recruiting
- Develop – Onboarding and Professional Development
- Engage/Align – Communication & Committees
- Operate – Policies & Procedures
- Rewards & Recognition

You will also work with the HR Recruiter towards the end of your internship to update your Linked In profile and resume (both generally and with the experience from the internship), and discuss career goals.

#### **Candidate Qualifications**

- Reliable and proactive
- Current (or post completed) associates, undergraduate or graduate student working towards a degree with an interest in Human Resources
- Some demonstrated skills in document creation, word processing, and email systems
- Customer-service skills
- Independent, self-led learner
- Must be able to provide 3 references and pass a background check