

CURRENT OPENINGS

HR Intern

Foster and maintain positive relationships by serving as an interface between internal and external customers to ensure effective definition of and delivery of Human Resource services.

Essential Job Duties:

- Covers Front Desk Phone when requested.
- Schedules applicants for new employee orientation.
- Conducts new hire orientation
- Assists in maintaining HRIS and personnel records and compiles reports from database as needed.
- Assists the HR Department in the daily administration of other HR services as directed or assigned, including but not limited to recruitment and selection, promotions, transfers, affirmative action/EEO compliance, job.
- Expands knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resources management. Identifies trends that could impact organizational objectives and/or operational resources. Interprets appropriate laws and policies and advises management, employees, accordingly.
- Participates in the investigations and resolutions of ongoing employee relations issues, anticipates problems whenever possible, and develops, recommends, and initiates appropriate steps for resolution.
- Perform other duties as assigned by supervisor.

Education, Experience, Requirements:

- 2nd semester senior in college pursuing a B.S. in Business Administration, with a concentration in Human Resources.
- Must have knowledge of clerical, office administrative procedures, and knowledge of use and operation of standard office equipment, at a level generally acquired through 1+ years related experience.
- Must have in-depth working knowledge of MS Word, Excel, PowerPoint, Outlook a plus.
- Must possess a high level confidentiality and interpersonal skills to handle sensitive situations. Position continually requires demonstrated poise, tact and diplomacy.
- Strong analytical skills required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Must be available to work 2-3 days (12-18 hours) per week for 10 weeks, between 8:30a- 4:30p.
- Interested candidates should submit a resume and a cover letter to recruiter@arcofbaltimore.org (No mail or faxes, please.)



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Updated February 4, 2010