



3075 Vintage Blvd, Suite 200, Juneau, Alaska 99801 (907) 790-4990; Fax (907) 790-4999

Title: Human Resources Intern

Department: Human Resources **Hours of Work:** 40 hours
Category: Internship **FLSA Status:** Non-Exempt
Salary/Grade Level: TBD **Date Approved:** Summer 2012
Reports to (Supervises/Liaison): Corporate Director of Human Resources

SUMMARY

This internship will be based at the Goldbelt Corporate Headquarters in Juneau, Alaska. It is offered as a career development opportunity to Goldbelt shareholders and descendants. Intern will work with the staff of the Human Resources department on various projects including:

- Assist with reviewing and processing new hire paperwork; copying and filing completed documents in personnel files.
- Develop new Human Resource forms as needed.
- Prepare new hire and employee separation forms packets.
- Organize subject binders for I-9 Employment Eligibility Verification forms and employee benefit plans.
- Perform other clerical/administrative duties as needed, such as copying, filing, answering telephones, and running errands.

Major Project: Draft a Seasonal Employee Orientation Guide which reflects our corporate personnel policies that pertain to seasonal/temporary employees and provides information about living and working in Juneau, such as temporary housing and public transportation options, recreational opportunities, overview of Goldbelt businesses in Juneau, staff discounts, and other related topics.

NECESSARY SKILLS AND KNOWLEDGE

- Excellent communication skills, both written and oral
- Good computer skills – including Microsoft Office Suite
- Positive attitude and willingness to learn

MINIMUM QUALIFICATIONS (education, experience, skills)

- Eligible for participation in Goldbelt’s Career Development Program
 - Working towards an Associate’s, Bachelor’s or graduate degree.
 - Excellent organizational skills and ability to work independently and within a team.
 - Demonstrated ability to manage multiple priorities and deadlines in a fast-paced, demanding work environment
 - Must be available for entire twelve week internship.
-