

Title: Human Resources Intern

Location: Goldbelt Gov't Services Group **Hours of Work:** 40 hours
Herndon, Virginia

Category: Internship **FLSA Status:** Non-Exempt

Salary/Grade Level: TBD **Date Approved:** Summer 2012

Reports to (Supervises/Liaison): Director of Human Resources

SUMMARY

The Human Resources Intern at Goldbelt Government Services Group will learn and assist with the administration of the day-to-day operations of the human resources organization. We have multiple projects that will allow the intern to gain insight into the overall Human Resources function within a growing government contracting environment. This position is a great opportunity to learn about Human Resources Management with a dynamic organization.

Learn and perform the following duties:

- Onboard Employees:
 - Employee orientations
 - Assist with processing new hire/termination paperwork
- Training Logistics:
 - Schedule students
 - Schedule training facility
 - Schedule trainer
 - Set up training room
- Recruiting:
 - Source resumes
 - Phone Screens
 - Employment verifications
- Benefits/Recordkeeping:
 - Review, analyze and update EEOC and Veterans status for employees in the Human Resources Information System (HRIS)
 - Assist with benefit audits;

MAIN INTERN PROJECT: New hire forms standardization—The GGSG Human Resources department provides shared services to several companies in the Goldbelt family. The intern will compile and standardize all new hire forms across various supported companies. This project will require that different forms currently in use are reviewed and standardized to meet both corporate information and regulatory requirements. The intern will gather information, compile it and present it for management reviews and approval. The forms need to be finalized in a template format (using either Word or Excel) for ease of use, transmission and data storage. Even though the form itself will be standardized across

different companies it will still retain individual company identity with the use of logos and any other requirements unique to that particular company.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Must be eligible to participate in Goldbelt's Career Development Program.
- Must be available for the entire twelve week program.
- Above average keyboarding skills.
- Above average oral and written communication skills.
- Good interpersonal skills.
- Able to organize and pay attention to detail.

PREFERRED QUALIFICATIONS (education, experience, skills)

- Able to identify and resolve problems in a timely manner.
- Able to gather and analyze information.