



## **Human Resources Intern**

### **Position Overview**

The Human Resource Intern will have the opportunity to observe the business of higher education human resource management. HR interns will gain valuable experience in employee classification and compensation, selection, new hire procedures, performance evaluations, and the exit interview process. This is an unpaid position.

### **Duties and Responsibilities**

- Assist in classification and compensation projects as necessary
- Review all material for PeopleAdmin system; audit Fall training sessions; recommend appropriate changes
- Assist with researching, preparing, and implementing various HR programs
- Develop evaluation procedures to measure progress and test effectiveness of transfer of knowledge
- Edit job descriptions as necessary
- Analyze data to assist in the maintenance of university organizational charts
- Attend monthly Human Resources staff meetings
- Assist in Open Enrollment information and training sessions
- Support the COSA chair in preparation for meetings and activities

### **Education/Experience**

- Must be enrolled in a Master's degree program in an HR related field or equivalent industry experience.

### **Application Process**

The Search Committee invites applicants to submit resumes, cover letters, and schedules of availability. Materials will be accepted until the position is filled, and review of applications will begin immediately.

VSU is an equal opportunity educational institution and has a strong university commitment to diversity. For more information on the position contact Michael Smith, Search Chair, via email [michaelsmith@valdosta.edu](mailto:michaelsmith@valdosta.edu) or phone 229-333-7575.