

Job Title: Human Resources Intern
Department: Human Resources
Reports to: Director of Human Resources
Level: Non-Exempt
Last updated: 2/1/22

The HR Intern (HRI) will assist the Human Resources Department with day-to-day responsibilities that further mission and vision of the Firm and Department. Candidate should be able to work independently and with a team as needed. Basic knowledge of HR best practices and compliance will be helpful to assist department with various tasks including recruitment support, event planning, document preparation and filing, personnel communications, social media branding and general HR support. Candidate will be part of a team focused on success of the organization and will help support HR processes that align with the Firm's strategic plans.

The objective:

Support the HR team with execution of HR strategic initiatives that relate to our team, including future potential new hires. The intern will support the business goals and objectives of the Firm, while assisting with programs and policies designed to positively impact culture, morale, diversity and quality of work life within the firm.

Essential Duties and Responsibilities include:

Firm Policy:

- Assist with reporting related to Firm policies to ensure Firm remains compliant with federal and state laws.
- Assist with maintenance and communication of records required by law.
- Assist with reporting related to government compliance requirements.

Employee Relations:

- Assist with new employee orientation as requested.
- Increase knowledge of personnel records, including adhering to retention protocols related to record retention.
- Shadow exit interviews and report information to the Director of HR to determine potential issues for the Firm.
- Respond to inquiries regarding firm policies, procedures and programs. Escalate them to the appropriate level as necessary.
- Attend and support logistics of Ascend, our summer leadership program.
- Participate in strategy discussions related to Firm brand and marketing strategy.

Research:

- Identify potential modification of existing HR policies when issues present.
- Provide input and recommendations for policy development.
- Research benefit questions/updates/changes and appropriately direct or answer questions that may arise from employees.
- Research potential benefit or policy offerings as requested by the HR team.

Education, Experience, and Skills:

- Working to obtain a BA or BS Degree in a HR related field.
- General office protocol knowledge a plus.
- Ability to gather and analyze data from Firm systems to support HR initiatives.
- Professionalism, integrity, honesty and a positive attitude essential.
- Superior interpersonal skills. Ability to get along with diverse personalities, tactful, mature, and flexible.
- Good reasoning abilities. Sound judgment.

- Results, people and quality of service oriented.
- Ability to balance and support business needs and priorities.
- Outstanding written and oral communication skills.
- Ability to effectively organize, prioritize, and handle multiple assignments simultaneously.

Expectations:

- Respect and earn the respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Keep open communications with manager and partners.
- Perform work with confidence and pride, follow through to completion.
- Dependable.
- Make informed decisions – discuss with manager when needed.
- Grow and learn from past mistakes.
- Work in a safe, clean and employee friendly atmosphere.
- Work personal/professional development plan.
- Must have flexibility with work schedule.

Working Conditions:

- Minimal hazards. General office working conditions.
- Occasional heavy lifting.
- Periodic evening and/or weekend work.
- Limited travel may be required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. It is not intended to be an exhaustive list of all duties and responsibilities required of individuals in this job. Other duties may be assigned as determined by management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this job.

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, nursing and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

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