



## Human Resources Intern

**DEPT./LOCATION:** South La Crosse

**REPORTS TO:** HR Manager

**CLASSIFICATION:** Non-Exempt, Part-Time Internship

### Position Summary:

The Human Resources Intern will support a wide range of Human Resources initiatives and processes in the areas of recruitment, performance management, onboarding, record keeping and event planning. This position is responsible for providing accurate, timely, confidential and courteous services to employees and external candidates.

### Duties and Responsibilities:

1. Assist Employment and Branding Specialist with the screening of employment applications, coordinating phone interviews and in-person interviews with the Hiring Manager.
2. Assist with the creation of orientation materials and new hire paperwork.
3. Tracks and communicates 90 day and quarterly review deadlines with employees and supervisors.
4. Compiles employee review feedback for review by manager.
5. Distributes employee birthday and support cards.
6. Assists with the creation of Employee Newsletters and other bank wide communications as needed.
7. Work with HR Department and Management to plan and coordinate employee appreciation initiatives.
8. Responsible for distributing and compiling exit interviews for review by manager.
9. Organize and file employee records.
10. Ensure the confidentiality of all company records and information.
11. Keep up to date on policies and procedures, including the timely completion of all required and assigned training.
12. Assist with other duties and projects as assigned by supervisor.

### Desired Knowledge, Skills and Abilities:

1. Skills in building strong working relationships with coworkers
2. Self-starter with ability to work independently and prioritize projects
3. Proficiency with various computer software programs

**Requirements:**

1. High School diploma or GED
2. Currently pursuing a degree in Human Resources or a related field is preferred
3. Experience in an office or administrative role
4. Proven ability to maintain high levels of confidentiality
5. Accurate/detail oriented
6. Proven organizational skills
7. Ability to work with and communicate effectively with internal and external contacts

**Work Environment/Physical Demands:**

Work is performed largely in an office environment, during normal business hours. Deadline pressure is an integral part of the job. Regular mental and visual concentration for computer usage and reading complex and technical compliance information is required. Position will alternate between walking, sitting, standing, stooping, bending, and occasional lifting up to 50 pounds of office supplies and/or documents throughout work shift.

**Acknowledgement:**

I understand that this job description describes the general nature and level of work performed by associates assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job, and does not create an employment contract. I also understand that I may be required to perform other job-related duties as requested by Management. All requirements are subject to change over time, within Management's sole discretion, and to possible modification to reasonably accommodate individuals with a disability.

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Print Name

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Signature

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Date