

Human Resources Internship Learning Plan

Role: HR Intern	Department: Human Resources
Pay Status: Unpaid	Classification: Intern Volunteer
Mentor: HR Manager	Time Span: 8 months

Summary:

The HR Intern will directly assist the HR Manager with a wide range of projects related to the field of HR. This includes: HR compliance, some recruiting, onboarding, E-verify and the Form I-9, unemployment, and worker's compensation. This internship is intended to be educational and will give the needed experience and skills to anyone looking to enter into HR as a career. The intent is that the intern gains a better understanding of the role that Human Resources plays in a business.

Main Knowledge Objectives *(This is a list of what the intern can expect to learn)*

- Recruiting, Job Postings, and Employment Applications
- Interview Process
- Writing an Offer Letter
- Onboarding a new hire and entering into a HRIS
- Form I-9 and E-Verify
- Employee Benefits, HIPAA Compliance, and Affordable Care Act
- Implementing policies and procedures
- Worker's Compensation & OSHA compliance
- Disciplinary Actions
- Termination/Separation procedures including exit interviews
- Unemployment Insurance
- Overview of HR best practice

Qualification/Requirements:

- Must be able to pass a background screening
- Basic working knowledge of Microsoft Office
- Excellent organizational skills and high attention to detail
- Weekday availability with a minimum of 15 hours a week (no weekends required)
- Reliable transportation to and from the museum

Education Requirements:

- High school graduate or general education degree (GED) required

Physical Requirements:

- Must be able to sit for extended periods of time in front of a computer and must have good communication skills (i.e., communicate clearly and effectively in both written and spoken English). Must be able to see well and able to read fine print. Must be able to lift boxes weighing up to 10 pounds

Environmental Requirements:

- Must be able to work in a well-lighted, temperature controlled area.

To apply, please go to <http://childrenmuseumofphoenix.org/>, click on the "About Us" and then the "Job Opportunities" page. Download the internship application and send with resume (if applicable) to the following:

Marisa Camarillo
Volunteer and Community Relations Coordinator
E: mcamarillo@childmusephx.org
P: 602-648-2754 F: 602-307-9833