



Job Description

Position Title: HR Intern	Salary Range: \$ unpaid internship or Work Study	Position Status: 15 hrs/week
(Classified staff only) Classification title: Click or tap here to enter text.	Department: Human Resources	Bargaining Unit: Choose an item.
Position Control Number: Click or tap here to enter text.	Campus: All	Overtime Exempt: <input type="checkbox"/> Overtime Non-Exempt: <input checked="" type="checkbox"/>
Reports To (position): HR Business Partner	Supervisory Responsibilities? No	
Work Schedule: This position is typically scheduled to work Monday through Friday 8:00AM to 5:00PM. The schedule may vary depending on program needs..		

Position Summary:

Under the supervision of the Seattle College HR Talent Management Director the HR Work-study Intern will be responsible for initiating the Seattle Colleges job posting process and working with potential applicants to complete the application submittal. Additionally, the HR intern will explore trending job posting sites that match open positions.

This role is currently 100% remote but could become a hybrid role in the future.

Essential Functions:

- Email potential new hires
- Setup SharePoint folders
- Post new Seattle College positions onto Job boards
- Explore and post to job sites that fit the position requirements
- Follow up with potential new hires and departments as needed

Educational Benefit

- Experience advertising for job opportunities
- Working in a professional setting
- Effective verbal and virtual communication
- Time management training

This description is not intended to cover every aspect of this job, we are a team that works together to meet the needs of those we serve, and every member of the team is expected to contribute, even beyond the specific responsibilities listed in this description.

Qualifications:

(Any Equivalent Combination of Knowledge, Skills, Abilities, Education and Experience)

- Experience with Outlook
- Ability to learn Office 365 applications
- Ability to learn how to fill out complex forms

Physical Requirements:

- Ability to perform range of physical motions, exerting up to 25 pounds; lifting and carrying up to 25 pounds; standing, walking, sitting for long periods of time, kneeling, squatting, and stooping; and traversing up and down stairs.

I acknowledge I have received a copy of this job description. I understand the duties and am fully capable of meeting the requirements and performing the essential functions of this position, with or without reasonable accommodations.

Incumbent Review: _____ Date: _____

Supervisor Review: _____ Date: _____

HR Director Review: _____ Date: _____