

## **RAMP**

Purpose, Parameters, Qualifications, Activities and Performance Indicators

For the position of

### **HUMAN RESOURCES INTERN**

- I. **PURPOSE OF POSITION:** The Human Resources Intern provides quality HR compliance and administrative support on a part time basis to the HR Generalist and other members of RAMP's Management Team. The HR Intern will have ample opportunity to provide research, support, and guidance in the areas of: recruiting & staffing; organizational planning; performance management & improvement systems; organization development; employment & compliance; employee orientation; development & training; policy development & documentation; employee relations; employee communication; compensation & benefits administration, employee safety, welfare, and wellness & health.
- II. **POSITION PARAMETERS:** Reports directly to the Human Resources Generalist; Part-Time; Unpaid; Travel Expenses Reimbursed.
- III. **MINIMUM QUALIFICATIONS:**
  - A. Associates or Bachelor's degree in a field related to the positions job activities, or, equivalent work experience;
  - B. Basic knowledge of Human Resource laws/practices and employee benefits administration;
  - C. Literacy in computer applications including word processing and spreadsheet management;
  - D. Ability to handle multiple tasks while maintaining organization and meeting deadlines;
  - E. Professional manner in dress and when interacting with others both inside and outside the organization;
  - F. Personal experience with a disability and/or an intimate knowledge of the Independent Living Philosophy and a strong desire to see it carried out in the community.
- IV. **JOB ACTIVITIES AND PERFORMANCE INDICATORS:**
  - A. **Staffing**
    - PI. Assists the HR Generalist with recruiting and hiring.
    - PI. Coordinates orientation/training processes for new hires with regards to Human Resources
    - PI. Developing knowledge of the work of the organization, as well as the culture.
    - PI. Researching new recruiting techniques.
    - PI. Maintains and updates personnel files in a timely and accurate manner.
  - B. **Compensation**
    - PI. Assists HR Generalist with processing and submitting bi-weekly payroll.
  - C. **Benefits**
    - PI. Provide ongoing support & communication to all staff regarding benefits administration .
  - D. **Employee Relations**
    - PI. Assists with updating personnel policies, orientation/training manuals and processes.

PI. Maintain a healthy relationship between organization & its employees

**E. Employee Development**

- PI. Assists with the updating of performance evaluations and other required Human Resource documents and procedures.
- PI. Assists other supervisors with obtaining all required information and documentation related to the evaluation process and follows up to ensure they are submitted in a timely manner.

**F. Administrative Duties**

- PI. Assists the HR Generalist in updating all filing systems.
- PI. Develops more efficient tracking/filing systems.
- PI. All other duties as assigned related to Human Resources.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Revised: 3/18/2020