



## **Human Resource Support Internship Job Description**

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**Volunteer Job Title: Human Resource Support Intern**

**Purpose of the Position:** To assist Human Resource Director and department staff with compliance, consultation, and coordination of human resource management functions of the agency.

### **Qualifications:**

- Strong organizational skills
- Excellent verbal and written communication skills
- Well developed communication and public relation knowledge and skills
- Knowledge of computer programs, Word, Excel, etc.

**Internship Location:** Virtual

**Intern Hours:** Monday – Friday, 8:00 am – 4:30 pm, choice of days,  
Minimum 6 hours a week

### **Job Functions:**

Using secure internet and having access to a virtual platform (Google Hangouts, Zoom, etc..) the intern will:

- Carrying out human resource department functions
- Maintain high performance standards. Activities include follow organizational policies and procedures; attend virtual team meetings; maintain job knowledge through virtual training and orientation; provide quality customer service; manage time; and maintain solid working relationships, confidentiality, and ethic standards
- Ensure continuity and consistency of effort through effective communication. Activities include notifying the supervisor of pertinent information in relation to personnel issues.

**Physical/Sensory/Cognitive Requirements:**

The majority of the work time will be spent on a computer. The intern is required to sit at a desk or in meetings for an extended period of time. The intern should have the ability to present information and respond to questions from staff, customers, participants, and the general public when communicating using technology or in face-to-face interactions. The intern may use hearing, near vision, 10-12 point character size, color vision, peripheral vision and the ability to adjust, focus, to decipher, collaborate, and orchestrate in a variety of environments. Regular use of fine motor skills for typing or data entry is required as is the ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables. The capacity to differentiate between various levels of confidentiality and act accordingly is required.

**Internship Supervisor: Human Resources Director**

**Intern Signature**

**Date**

**Supervisor Signature**

**Date**

**November, 2020**

