



<u>JOB TITLE</u>	<u>NUMBER OF EMPLOYEES</u>	<u>SALARY GRADE</u>	<u>UNION</u>
Human Resources Intern	1	H07	N/A
<u>LICENSE</u>	<u>JOB CODE</u>	<u>DEPT. CODE</u>	<u>EEO CLASS</u>
None	1654	6200	9-Service Workers

DUTIES

- The Human Resources intern will be provided with a professional learning experience in a hands-on work environment that will prepare them for entry into the business world by providing an understanding of the application of their current/recent coursework in HR to the daily functions of the HR professional in the Casino/Hospitality Industry.
- The Human Resources Intern will provide administrative support to the Human Resources functions to include but not limited to:
 - Answering and responding to frequently asked questions from applicants and employees related to standard policies, hiring processes, benefits, or leaves of absence (telephone calls, voicemails, emails and front door/intercom).
 - Reviewing and responding to customer feedback received via mail, email, or telephone calls.
 - Assisting applicants with the online application process.
 - Assisting the Employment Supervisor with the day-to-day recruitment activities.
 - Picking up, dropping off and sorting/distributing mail.
 - Responsible for general office duties: making copies, preparing new hire packets, creating personnel files.
 - Assisting with special projects such as mass mailings, employee events or fundraisers.
 - Providing support to other members of the Human Resources team as needed.
- To enrich their learning experience, the Student Intern will receive personalized training and mentorship from our team of professionals.
- The Human Resources Intern will also have the opportunity to develop and/or strengthen their planning, organizational, time management, communication, customer service and interpersonal skills.
- Performs all other related duties as assigned.
- Promotes outstanding customer relations.

REPORTS TO

1653-Employment Supervisor

REPORTING TO POSITION

N/A

QUALIFICATIONS

- Currently enrolled in a college or university, pursuing a degree in Human Resources, Labor Relations, Employment Law, or Business Management.
- GPA of 3.0 or higher.
- Must be a self-starter and out-of-the box thinker.
- Excellent computer skills, including Word and Excel.
- Must be detail oriented with excellent communication, organizational, interpersonal and multi-tasking skills.
- Must be able to maintain a high level of confidentiality.
- Bilingual helpful, but not required.

ESSENTIAL PHYSICAL FUNCTIONS

- (C) Standing
- (F) Walking
- (O) Sitting
- (O) Kneeling
- (N) Running
- (O) Lifting Max Weight: 20 lbs
- (O) Pushing Max Weight: 20 lbs
- (O) Pulling Max Weight: 20 lbs
- (O) Carrying Max Weight: 20 lbs
- (F) Bending
- (F) Stooping
- (O) Climbing Stairs
- (N) Climbing Ladders Max Height: N/A
- (N) Working at a Height Level Above The Floor Max Height: N/A
- (C) Finger Dexterity
- (C) Full Use of Both Hands
- (N) Crawling
- (O) Balancing
- (N) Throwing
- (O) Twisting
- (O) Reaching Max Height: 3 ft
- (N) Driving
- (O) Working On or With Moving Machinery
- (F) Working at Rapid Work Speed
- (O) Working in Isolation
- (C) Working Around People
- (C) Hearing Conversation
- (C) Hearing High Acuity

- (C) Speaking Clearly
- (C) Seeing Near
- (C) Seeing Far
- (C) Seeing – Depth Perception
- (C) Seeing - Color Vision

Other-Describe:

ESSENTIAL MENTAL FUNCTIONS

- (C) Writing English
- (C) Reading English
- (C) Speaking English
- (F) Working under Pressure/Stress
- (C) Speaking With Guests/Customers
- (C) Speaking With Employees
- (C) Working with Basic Math Skills
- (C) Making Decisions Based On Facts
- (C) Making Decisions Based On Data
- (C) Making Decisions Based On Personal Judgment
- (F) Making Accurate Measurements According To Set Standards
- (O) Planning and/or Supervising the Activities Others

ESSENTIAL INTERACTIVE FUNCTIONS

- (C) Working under Close Supervision
- (F) Working under Minimal Supervision
- (C) Working and Interacting With Management in a Professional and Courteous Manner
- (C) Working and Interacting With Co-Workers in a Professional and Courteous Manner
- (C) Working and Interacting With Guests in a Professional and Courteous Manner

ESSENTIAL ENVIRONMENT FUNCTIONS

- (C) Working Inside
- (O) Working Outside
- (C) Working in a Fast Paced Environment
- (N) Exposed To Chemicals Describe:
- (O) Exposed To Dust, Fumes, Gases, Describe: Car/Bus Exhaust, Fumes, Gases
- (F) Exposed To Smoke
- (F) Exposed To Excessive Noise
- (O) Working in Dimly Lit Areas
- (F) Working in Sudden Marked Changes of Temperature and Humidity

Other Describe:

Key

- Not Applicable (N)
- Occasional (O) Under 2 hours
- Frequent (F) 2 hours to 5 hours

Constant

(C) more than 5 hours

REVISION DATE: 1/18/2021 (Position Created)