

# Work Study Job

Job Title:	HR Intern	Department:	Human Resources
Hourly Rate:	\$19.97	Supervisor:	Shayne Wong

## Job Description

### Role and Responsibilities

Under the supervision of the HR Business Partner the HR Work-study Intern will be responsible for initiating the Seattle Colleges onboarding process and working with potential new hires to complete paperwork.

*This role is currently 100% remote.*

More specifically, here's what you'll do:

- Email potential new hires
- Setup SharePoint folders
- Send invitations to complete background checks
- Review onboarding paperwork
- Follow up with potential new hires and departments as needed

### Educational Benefits

Gain professional experience with the following applications:

- SharePoint
- Excel
- Forms
- Power Automate
- OneDrive
- Outlook
- Adobe Acrobat

Gain experience in the following areas:

- Professional communication
- Troubleshooting technological challenges
- HR processes

### Preferred Skills

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

## Applications Accepted By:

### Email:

Hr.Central@seattlecolleges.edu

Subject Line: HR Internship application

### Mail:

South Seattle College

### Phone:

206-934-2028