

Work Study Job

Job Title:	HR Intern, South Seattle College	Department:	Human Resources
Hourly Rate:	\$20.76 per hour	Supervisor:	Audra Davis

Job Description

Role and Responsibilities

- Guides new hires through the onboarding process, setting up electronic folders and communicate next steps to new employees.
- Provides updates to HR team and Hiring Managers on the status of new hires, requesting assistance, intervention, and clarification when necessary.
- Initiates, reviews, and catalogs background checks.
- Strategizes with HR team on how to best meet the needs of stakeholder groups, including students, families, staff and faculty.
- Upholds college and departmental mission, vision, and values, including advocacy of a diverse, inclusive, collaborative workspace environment.
- Ensures internal HR job descriptions are standardized and updated, communicating with Managers to receive updated information.
- Other duties and special projects as necessitated by department needs.

Educational Benefits

- Gain an understanding of Human Resources fundamentals, including recruitment, hiring, and onboarding
- Develop work experience in an office environment.
- Help lead on special projects to advance Human Resource capabilities.

Preferred Skills

- Strong time-management skills
- Written and verbal communication skills
- Interest in Human Resources
- Experience with Microsoft Suite

***NOTE* - - Resumes will be reviewed mid-February to mid-March 2025. You will be contacted via email with a status update on your application.**

Applications Accepted By:

Email:

Hr.South@seattlecolleges.edu
Subject Line: HR Internship application

Mail:

South Seattle College
6000 16th Ave SW
Seattle WA, 98106

Phone:

206-934-6415