



# ***Human Resources Generalist Intern Job Description***

**Job Status:** FLSA Non-Exempt, Part-Time, Temporary

**Employment Status:** At-Will, Internship

**Hours:** 20 to 30 hours per week

## ***Job Summary:***

The Louisville Fire Protection District is comprised of three fire stations located in Louisville, Colorado. We take pride in serving our community and each other and we are diligently working to achieve our 2021-2026 Strategic Goals. We are looking for a team player who enjoys working on human resources projects, administrative tasks, and public service activities. This Human Resources Generalist Intern must be dependable, responsive, able to shift between tasks quickly and can develop good working relationships with our staff and our community. This position is a part-time, temporary intern position reporting to the Human Resources Director.

## ***Supervisory Responsibilities:***

- None

## ***Duties/Responsibilities:***

- Performs various Human Resources projects including succession planning, employee handbook updates, process improvements, file audits, etc.
- Assists with recruiting and onboarding processes
- Personnel file maintenance
- Employment law compliance
- Composes high-quality routine letters and emails
- Types and proofreads documents and correspondence produced by the department
- Prepares purchase orders for the human resource office
- Adheres to guidelines in our Employee Handbook
- Demonstrates a good understanding of our 2021-2026 Strategic Goals and Objectives
- May answer and direct departmental phone calls, or greet and direct our guests
- May schedule and organize appointments
- May assist with the preparation of human resource reports such as new hire, engagement, and turnover reports
- May run errands in our company vehicle
- Performs other related duties as assigned

***Required Skills/Abilities:***

- Proficient in Microsoft Office Suite
- Excellent organizational skills and attention to detail
- Ability to operate general office equipment including a copier, phone, and projection equipment
- Excellent written and verbal communication skills
- Ability to type 50 words a minute
- Ability to maintain confidential information
- Ability to establish and maintain effective working relationships with employees, volunteers, citizens, and other agencies
- Ability to pass onboarding screenings that may include drug and background screenings, a typing test, etc.

***Education and Experience:***

- High school diploma or equivalent required
- 1 Year of Administrative Assistant or Human Resources Generalist experience preferred

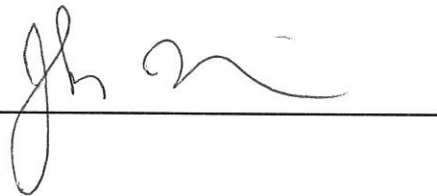
***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be able to kneel and bend for short or prolonged periods when filing

***Certification and License Requirements:***

- Valid Colorado Driver's License in good standing
- Proof of eligibility to work in the United States

Approved: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'JH', written over a horizontal line.

Date: \_\_\_\_\_

11/18/22

This job description has been written to provide an accurate reflection of the current job and to include the general nature of work performed. It is not designed to contain a comprehensive detailed inventory of all duties, responsibilities, and qualifications required of the employees assigned to the job. Management reserves the right to revise the job or require other or different tasks to be performed when circumstances change.