



Human Resources Internship

Spring 2019

About the Organization:

Research for Action (RFA) is an independent, non-profit educational research organization that seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved students. With over two decades of experience, our work is designed to strengthen public schools and postsecondary institutions; provide research-based recommendations to policymakers, practitioners and the public at the local, state and national levels; and enrich the civic and community dialogue about public education.

Intern Role and General Responsibilities:

The Human Resources Intern will provide administrative support to the Human Resources department and the organization. S/he must possess the ability to multi-task, review and audit records, and maintain the utmost confidentiality and integrity.

Responsibilities:

- Supports recruitment efforts, filter incoming resumes; may update and maintain resume database
- Assist in scheduling interviews and phone screens for the hiring manager
- May coordinate and/or participate in various recruiting events, job fairs etc.
- Assist with reference checking, screening tests and background investigations of applicants and the new hire process
- Prepare information packets for new hires, terms, team meetings etc. and assist with new employee orientations and exit interview process
- Maintain standardized process for all HR materials and paperwork
- May assist in preparing payroll for processing
- May assist in the maintenance of personnel files, Human Resource Information System records and compile reports from various databases as directed
- May assist in benefits administration
- Assist in administering various human resources programs for all company employees, such as company events or initiatives
- Prepare reports and materials for the department as needed
- Requires regular attendance to report to work per assigned work schedule
- Perform other duties as required or assigned

Skill Set and Experience:

General knowledge of HR laws, systems, and compliance

Hours Per Week: 20 hours per week

Other Information:

- Spring internships run from January – May.
- Exact start and end dates are based on the needs of the project and the availability of the intern.
- Applications will be considered on a rolling basis until all positions have been filled. Research for Action qualifies for work study and PHEAA. Interns may also be eligible for course credit. Interns not receiving work-study will be paid \$7.50/hr.
- Please include resume and cover letter with application.
- If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment (reference page 3 of the I-9 Form for acceptable forms of ID).
(https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf)

To apply, please click [here!](#)