



Human Resources Intern

About the Organization

Research for Action (RFA) seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved students. 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

Research for Action is seeking a Human Resources Intern. The Human Resources Intern position is an entry-level support role that will have access to confidential employee records and will be responsible for completing everyday clerical and administrative tasks.

Intern Tasks

Duties include, but are not limited to:

- Organize, compile, and update company personnel records and documentation
- Research, resolve, and respond to everyday employee inquiries
- Assist with new hire orientations for all incoming employees; manage and track new hire paperwork to ensure all documentation is completed
- Assist recruitment process across all departments by sourcing candidates through Handshake and Indeed
- Assist with coordinating communication with candidates and schedule interviews
- Assist Human Resources Manager with benefits administration and separation items as needed

Skill Sets and Experience

- For this position, interns not receiving work-study will be paid \$8.00/hr.
- Experience working in a fast-paced environment
- Excellent verbal, written, and interpersonal communication skills
- Ability to handle multiple responsibilities simultaneously, often under pressure; must be flexible to changes in priorities
- Must be able to work independently
- Ability to maintain high level of confidentiality
- Excellent computer skills, Microsoft Office, and demonstrated skills in database management and record keeping
- Experience with BeyondPay Payroll System a plus

Hours Per Week: 15-20 hours per week. Maximum of 20 hours.

Other Information

- Only complete applications including Resume & Cover Letter will be taken into consideration when hiring for this Internship.
- Must be actively enrolled in an accredited college or university, as a sophomore, junior, senior or graduate student in good standing.
- Summer internships run from May-September.
- 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.
- 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)

Research for Action is an Equal Employment Opportunity Employer that is committed to building a culturally diverse staff. We strongly encourage applications from candidates of all backgrounds.