



Human Resources Internship

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.

Internship Location

RFA's main office, located at 100 S. Broad Street, Suite 700, Philadelphia, PA 19110, is currently closed due to the COVID19 pandemic. Despite this recent event, RFA is continuing to provide challenging, high-quality, and meaningful internship experiences for our students. Should our main office reopen following state and local public health guidance during your Fall 2020 internship, you may be asked to complete the remainder of your internship by working in RFA's office.

To be considered for remote internships at RFA, interns must meet tech requirements described in Tech Requirements section below and **reside in the PA/NJ area** throughout the entire duration of the internship. At this moment RFA cannot offer internships to candidates outside of these two states.

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:

- Assist with Open Enrollment process
- Assist with reviewing, revising, and developing RFA's handbook
- Assist with bi-weekly payroll preparations
- Assist with the development of intern recruitment strategies and attend virtual career fairs
- Assist with the recruitment and hiring processes across all departments by sourcing candidates through Handshake and Indeed, as needed
- Organize, compile, and update company personnel records and documentation, as needed
- Support day-to-day HR operations (i.e. reviewing HR email inbox inquires, documentation preparation etc.)
- Support other HR-related tasks and functions, as requested

Required Skill Sets and Experience

- 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

Preferred Skill Sets and Experience

Experience with BeyondPay Payroll System a plus.

Time Commitment

15-20 hours per week.

Tech Requirements

If working remotely, we require that you have access to a personal computer with an up-to-date Mac or Windows operating system, up-to-date antivirus software, a functional webcam and microphone, and a stable internet connection at your residence. If hired, RFA will require a technology check of your remote system to ensure your working environment is compatible with ours.

Other Information

- Fall internships run from September through December.
- Target Start Date: **09/14/2020**; Target End Date: **12/18/2020**. The exact dates are based on the needs of the project and the availability of the intern.
- For this position, interns not receiving work-study will be paid \$8.00/hr.
- Only complete applications including Resume & Cover letter will be taken into consideration for the internship hiring.
- Applications will be considered on a rolling basis until all positions have been filled.
- At the time of application, must be actively enrolled in an accredited college or university, as a sophomore, junior, senior, or graduate student in good standing. Students might be eligible for continuation of their internship after graduation.
- 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.