



3075 Vintage Blvd, Suite 200, Juneau, Alaska 99801 (907) 790-4990; Fax (907) 790-4999

**Title: Human Resources Intern**

**Location:** Herndon, Virginia      **Hours of Work:** 40 hours  
**Category:** Internship      **FLSA Status:** Non-Exempt  
**Salary/Grade Level:** DOE      **Date Approved:** 1/2016  
**Reports to (Supervisor/Liaison):** Director of Human Resources

---

**INTERNSHIP SUMMARY:**

The Human Resources Intern at Goldbelt Inc. - Herndon will work closely with the Director, Human Resources to learn and assist with the administration of activities of the Human Resources department. We have multiple projects that will allow the intern to gain insight into the overall Human Resources function within a growing government contracting environment. This position is a great opportunity to apply knowledge acquired in the classroom to real-life situations and learn about Human Resources Management within a dynamic organization.

**Special Projects:** Create manual on different HR processes. Assist with training program and employee development plans (training topics, and organization training initiatives). Perform audit of employee I-9 documentation for compliance purposes. Perform audit and updates of job descriptions ensuring consistency company-wide.

**Additionally: Learn and perform the following duties:**

- Onboard Employees:
  - Help onboard new employees
  - Assist with processing new hire/termination paperwork
  - Compiling and filing of new hire files in new automated filing system
  
- Recruiting:
  - Source resumes; learn to source on Careerbuilder job board and social media outlets
  - Administer employment verifications and reference checks
  - Submit online security back ground checks
  
- Benefits/Recordkeeping:
  - Review, analyze and update EEOC and Veterans status for employees in the Human Resources Information System (HRIS)
  - Assist with benefit audits; audit bills and compare with payroll deductions checking for accuracy.
  - Review of Affirmative Action and Vets forms; follow timeline procedures to discard old forms.
  - Assist with employment verifications, unemployment claims, and disability claim forms.



3075 Vintage Blvd, Suite 200, Juneau, Alaska 99801 (907) 790-4990; Fax (907) 790-4999

## **NECESSARY SKILLS AND KNOWLEDGE**

- Above average oral and written communication skills.
- Good interpersonal skills.
- Able to organize and pay attention to detail.
- Able to use Excel and Microsoft Word.
- Able to identify and resolve problems in a timely manner.
- Able to gather and analyze information.

## **MINIMUM QUALIFICATIONS (education, experience, skills)**

- Eligible for participation in Goldbelt's career development program
- Working towards an Associate's, Bachelor's or graduate degree in Human Resources or Business Administration.
- Excellent organizational skills and ability to work independently and within a team.
- Demonstrated ability to manage multiple priorities and deadlines in a fast-paced, demanding work environment.
- Above average Customer Service skills.
- Must be available for entire twelve (12) week internship.
- Student Member of national SHRM a plus.