



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

Title: Human Resources Intern

Department: Human Resources **Hours of Work:** 40 hours
Category: Internship **FLSA Status:** Non-Exempt
Salary/Grade Level: DOE **Date Approved:** 2/2016
Reports to (Supervises/Liaison): Vice President of Human Resources

SUMMARY

This internship will be based at the Goldbelt Corporate Headquarters in Juneau, Alaska. It is offered as a career development opportunity to Goldbelt shareholders and descendants. Intern will work with the staff of the Human Resources department on various projects including:

- Assist with reviewing and processing new hire paperwork; copying and filing completed documents in personnel files.
- Develop new Human Resource forms as needed.
- Prepare new hire and employee separation forms packets.
- Perform other clerical/administrative duties as needed, such as copying, filing, answering telephones, and running errands.

Major Project: Complete a process for recruitment and assist with the Shareholder Data Skills Base.

NECESSARY SKILLS AND KNOWLEDGE

- Excellent communication skills, both written and oral
- Good computer skills – including Microsoft Office Suite
- Positive attitude and willingness to learn

MINIMUM QUALIFICATIONS (education, experience, skills)

- Eligible for participation in Goldbelt’s Career Development Program
- Working towards an Associate’s, Bachelor’s or graduate degree.
- 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
- Must be available for entire twelve week internship.