

2. Special Qualifications:

Intern Sponsor Agreement
Verification of College Credits Earned

Knowledge, Skills and Abilities:

General knowledge of human resource management principals, methods and techniques, and ability to apply this knowledge in quality orientated environment. Must have excellent customer service skills and be a team player.

Ability to understand methodology of HRIS administration and. Ability to operate a personal computer and Microsoft products. Skill in organization and ability to create and execute standard operation procedures for human resources division.

3. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, bending, stooping, and walking. Subject to extended exposure to computer visual display terminals. Moderate exposure to stressful situations and a result of human behavior and deadlines.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.