



POSITION TITLE:

Human Resources Intern

POSITION IDENTIFICATION:

Reports to: Human Resources Generalist

- Part-Time
- A drug free workplace
- An Equal Opportunity Employer (EEO)
- At-will employment

POSITION SUMMARY:

The Human Resources Intern will assist the Human Resources Generalist with routine and daily functions of the Human Resources (HR) department including HR compliance, culture and engagement activities, hiring and interviewing staff, benefits, and leave.

COMPENSATION:

- \$15/hr
- Overtime is paid as required by law according to the job being performed
 - Unscheduled overtime must be approved by a supervisor prior to actual occurrence
- Mileage reimbursement - mileage reimbursement must be approved before any actual mileage expense is incurred. Deviation may result in denial of mileage reimbursement.

SCHEDULE:

- Part-time, 15-30 hours per week
 - Flexible schedule, set your own hours, adapt to operational needs.
- Remote work position
 - Work in-person at operational work sites when needed including within Grand Junction and Rifle, CO.
 - Travel to operational sites is considered commuting to work. Travel outside of, or beyond these locations will be paid as per the employee handbook.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the daily HR workflow.
- Update the company Employee Handbook and all company HR doctrines/documentation/processes as directed.
- Monitor and measure company culture, engagement and internal customer satisfaction to make reports to the leadership team with accompanied recommendations.
- Partner with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.



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- Analyze trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Assist with creation of learning and development programs and initiatives that provide internal development opportunities for employees.
- Assist with maintaining compliance with federal, state, and local employment laws and regulations, and recommended best practices; updates policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Be able to complete all physical requirements of the job with or without a reasonable accommodation.
- Meet expectations set forth by Key Performance Indicators (KPIs) in Manager Manual.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Education & Experience:

- Pursuing a bachelor's degree in Human Resources, Business Administration, or related field required.
- Pursuit of SHRM-CP is highly desired.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

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