**Colorado Mesa University**

**Job Description**

**Job Title:** Human Resources Generalist Intern

**Department**: Human Resources

**Reports to:** Director of Human Resources

**Prepared Date:** January 24, 2024

**SUMMARY**

The Human Resources Department at Colorado Mesa University is seeking Interns for a Part Time Human Resources Generalist. This internship will have the unique opportunity of helping build the strategies that will accomplish the University’s mission of building a talent-first organization. The Human Resources Generalist Intern will support talent management through the oversight of prospective talent evaluation. This includes training hiring managers on equal opportunity and Cornerstone (ATS), maintaining accurate search data, coordinating affirmative action reporting, and ensuring best practices are implemented and followed. In addition to the oversight of candidate evaluation, the Generalist will oversee departmental customer service, assist in workers compensation documentation, and execute talent acquisition special projects. The professional is responsible for making decisions within their role that affect the operations of the Human Resources Department and must exhibit significant discretion, confidentiality, flexibility and willingness to work closely with the HR / Payroll team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

* Help develop and provide training guides for HR day-to-day operations.
* Provide excellent customer service to internal and external stakeholders through quality oversight of the search process.
* Assist in auditing documentation and onboarding processes.
* Facilitate special projects related to talent acquisition.
* Provide office administrative support. This includes, but not limited to, assisting walk-in visitors, answering phones, filing, wiping down tables and chairs, placing shred bin pick-up, filling up printers with paper, processing mail, scheduling appointments and meetings, ordering supplies, keeping forms up-to-date, processing independent contractor and volunteer paperwork, maintaining HR bulletin boards and compliance notifications, processing employment verifications, paying HR invoices, prepare board agenda personnel items and keeping accurate financial records.
* Assist in running background checks for new hires, employee transfers and promotion, volunteers and others as required.
* Help provide complex information in person, by telephone, mail and email to students, campus staff, faculty and administrative staff, including, but not limited to, information on benefits, personnel policies and procedures, etc.
* Keep current on CMU policies, SOC state personnel board rules, employment laws and regulations and other related policies, rules and regulations.
* Examine and identify opportunities for efficiencies and improvements in customer service.
* Assist in worker’s compensation documentation.
* Work with each HR staff member to get better understand of jobs HR provide.
* Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

This position reports to the HR Generalist.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications Required:**

* Pursuing a degree in Human Resources or Business Administration from an accredited college or university.
* Proven ability to prioritize assignments, organize work, demonstrate initiative and follow-through, and complete multiple tasks with critical deadlines with minimal or no direction.
* Exceptional customer service orientation, including ability to handle sensitive information with a high degree of confidentiality
* Must be able to work effectively as a member of a team and establish and maintain cooperative working relationships with diverse groups of internal and external constituencies.
* Exceptional knowledge in Word, Excel, Adobe Acrobat and DocuSign

**Preferred Qualifications:**

* Demonstrated experience and knowledge within the area of Human Resources; in areas such as HR fundamentals, employment practices and hiring, recruitment, benefits, etc.
* Experience working with Ellucian Banner or HR/Payroll system

**LANGUAGE SKILLS**

The position requires excellent oral and written communication skills, essential in preparing internal memos, external contracts, procedure manuals, documentation of policies, and training of employees.

**MATHEMATICAL SKILLS**

Ability to work with and apply basic mathematical concepts of arithmetic and algebra, along with the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical problems.

**COMPUTER SKILLS**

Demonstrated proficiency in the use of Microsoft Office word processing systems, electronic spreadsheets, and databases and demonstrated ability to learn new information systems.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Demonstrated ability to interpret and apply complex college, federal, and state policies. Ability to assimilate from oral or written sources, a broad knowledge of policies and procedures and apply tem with consistency to individual situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak, sit, stand, walk, and use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT**

The duties of this position are typically performed in a fast-paced office. The noise level in the work environment is usually quiet.

Review CMU’s employee handbook, policies, and procedures to ensure best practice which could include: recruitment, onboarding, training, performance management, benefits, and employee relations in labor, workplace regulations and compliance requirements. Understanding HR functions and familiarity with team, department layout, and resources. Intern will be shadowing HR professionals in different functions to get high and micro level knowledge of specific job responsibilities. Work on customer service skills for both internal and external stakeholders.