



## Human Resource Intern

The DoSeum's vision is to be a premier learning resource that helps develop innovative thinkers capable of meeting the challenges of the 21st century. Our mission is to grow minds, connect families and transform communities through joyful learning and discovery.

### **Position Overview**

The Human Resources Intern will work closely with department management to learn all aspects of human resource management. The Human Resource Intern will assist the department in the development of standard operating procedures. They will also assist in the auditing of personnel files, benefits evaluation, and other human resources tasks as assigned.

### **Responsibilities include, but are not limited to:**

- Assisting in development of Standard Operating Procedures
- Assist in the editing of employee handbook
- Assist in the creation of a training manual
- Administrative tasks as needed

### **Ideal Candidate Attributes and Key Qualifications**

The ideal candidate is detail oriented and has excellent verbal and written communication skills. They must exercise discretion and be able to maintain confidentiality. Experience with Microsoft programs preferred.

### **Job Requirements**

- Agree to sign confidentiality agreement
- Able to work regular hours during the internship
- Comfortable interacting with other staff to collect information needed for the completion of task

### **How to Apply**

Visit [www.thedoseum.org/internships](http://www.thedoseum.org/internships) and download Internship Application. Once completed, email application, resume and cover letter, to [internships@thedoseum.org](mailto:internships@thedoseum.org). Please be sure to write "Human Resources Intern" in the subject line of your email.

*The above statements are intended to describe the general nature of work performed by the Human Resources Intern. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. The DoSeum is an equal opportunity employer.*