

# Massachusetts School Building Authority

## Job Description

**Job Title:** HR Assistant Intern  
**Department:** Human Resources  
**Reports To:** Director of Human Resources  
**FLSA:** Non-Exempt  
**Grade:** 2 (\$18-\$20 per hour)

### Position Summary

The HR Intern will assist the Human Resources department with projects and initiatives. HR Intern must be a college student with high potential interested in seeking a career in Human Resources. Be in pursuit of a degree in Human Resources. As an HR intern, you will have the opportunity to learn areas of HR including employee engagement, talent management, HR data analytics, Diversity Equity, and Inclusion (DE&I) as well as assist with recruitment and retention practices.

### Essential Responsibilities

- Coordinate and support employee engagement activities.
- Gather employee testimonials about workplace experience, their jobs for employment website and social media.
- Gather training and resources needs from departments to create a streamlined training program for new and existing employees.
- Assist in the development and implementation of DE&I goals and objectives.
- Update records
- Maintain regular attendance.
- Perform other duties as assigned.

### Required Education, Experience, and Skills (unless otherwise noted)

- Rising College junior or senior or recent undergraduate.
- Minimum GPA 3.0
- Highly organized, detail oriented, able to manage projects effectively and ability to be self-directed and take initiative.
- Strong verbal and written communication skills.
- Experience working in different forms of media.
- Ability to work in and contribute to a positive team environment.
- Ability and willingness to be accountable for work performance and to demonstrate workplace civility.
- Ability and willingness to maintain confidentiality at every level.

### Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

*This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.*