

DELAWARE RIVER AND BAY AUTHORITY

Department: Human Resources-New Castle, DE
Class Title: Human Resources Intern
Status: Non-Exempt
Reports to: Human Resources Manager
Hourly Rate: \$12 Undergraduate Students - \$14 Graduate Program Students

I. POSITION SUMMARY

This position will assist the Human Resources (HR) department with day-to-day activities. This internship will give the intern valuable, real-world HR experience in the functional areas of employment law, employee relations, labor relations, talent acquisition (recruitment and hiring), training, compensation, and benefits.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the administrative requirements of all HR functions and performs related duties as required and assigned
- Assists the HR department with employee relations matters including development/revision/implementation of HR policies and procedures
- Assists with recruiting and staffing to include onboarding and new hire orientation
- Assists with education and development projects
- Assists with miscellaneous special projects as needed such as compensation (job descriptions, salary surveys) and benefits
- Prepares general correspondence and spreadsheets in support of human resources activities
- Provides routine information to internal and external customers
- Maintains confidence and protects operations by keeping information confidential
- May provide general office support functions such as answering telephones, directing and assisting customers, and facilitating mail distribution
- Works in teams with entire HR department to resolve issues/concerns and complete projects as required and assigned
- Provides the highest level of customer service and professionalism to all internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Generalized knowledge of HR functions
- Must be able to maintain the confidentiality of HR documents and other personal information
- Ability to establish and maintain effective working relationships and work in a team environment and independently as required
- Effective oral and written communication skills
- MS Office skills (Word, Excel, PowerPoint)
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- At least a college sophomore majoring in HR, Business Administration, Public Administration or related discipline with intent on pursuing a career in Human Resources

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- Subject to a background investigation and pre-employment drug testing
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.

The Delaware River & Bay Authority is an Equal Opportunity Employer (EOE).
www.drba.net