Human Resources Internship

**Description:** Under the direction of the HR Coordinator, you will have the opportunity to contribute to the Center’s success by supporting multiple facets of the HR Department. The Intern will assist with various components, such as: employee recruiting, onboarding, benefits administration, and compliance.

**Availability:** Fall 2019 and Spring 2020

**Hours:** This position is part time, 12-20 hours per week, between the hours of 8:00am-5:00pm, Monday - Friday.

**Responsibilities:**

- **Human Resources Related Tasks (roughly 75% of time):**
  - Work in any capacity of Human Resources, including filing, posting, sorting paperwork, etc.
  - Maintain accuracy of, and update employee personnel files in accordance with company policies and government regulations
  - Produce activity sheets
  - Prepare New Hire onboarding materials
  - Maintain confidentiality of all matters

- **Administrative tasks (roughly 25% of time):**
  - Accurate documentation
  - Filing and Data Entry
  - Attend weekly supervision
  - Attend monthly staff meetings and other related meetings

The Center for Child Protection will make a good faith effort to meet academic requirements interns may have for proposals, presentations or research. All written materials, which describe the Center’s programs and operations, shall be submitted to the intern’s supervisor for approval, prior to submission to university instructors.

**Requirements:**

| Complete Center’s Volunteer Application and Interview Process (includes a background check) | Ability to Work Independently |
| Complete Center Volunteer Training (9 hours) | Basic Typing/Computer Skills (MS Excel a plus) |
| Provide 3 References | Great Interpersonal Skills |
| Work 12-20 hours weekly (minimum) | Demonstrate Discretion and Integrity |

**Contact:** Taylor Novak, Human Resources Coordinator  
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