

Newcap, Inc.
1201 Main Street
Oconto, WI 54153
www.newcap.org

POSITION DESCRIPTION

POSITION TITLE: Human Resources Intern
SUPERVISOR: Human Resources Director
CLASSIFICATION: Part-Time Intern
WORKSITE: Oconto, WI

POSITION PURPOSE:

The Human Resources Intern will directly assist the Human Resources Director with a wide range of projects related to HR compliance, recruiting, onboarding/orientation, employee benefits and volunteer intern programs. This internship is designed to be both educational and practical.

AGENCY EXPECTATIONS:

- Personable, able to comfortably and pleasantly deal with a variety of people.
- Problem solving capabilities necessary to accomplish the duties and tasks of the position.
- Exceptional written and oral communication skills.
- Excellent organizational and planning skills.
- Ability to effectively learn and acquire new knowledge and skills.
- Ability to share knowledge and work in a strong team oriented environment.
- Detail oriented.
- Proficient in Word, Excel, and MS Office..
- Ambassador for Newcap, Inc., along with all Interns, and responsible for marketing/promoting the organization and its programs both internally and externally.

COMPETENCIES, PERSONAL AND BEHAVIORAL REQUIREMENTS:

- Time Management.
- Maintain complete confidentiality in all Newcap business-related matters.
- Personal Effectiveness/Credibility.
- Flexible and able to adapt to different situations.
- Collaboration Skills.
- Stress Management/Composure.
- Multitask effectively.
- Reliable, dependable, prompt, organized, and work well with minimal supervision.
- Pleasant, professional, courteous demeanor, respectful and treat all people with dignity.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Specific coursework in human resources field.
- Proficient with Microsoft Office programs, the overall use of computers and general office equipment.

PREFERRED EDUCATION:

- Human Resources Associate degree or completing final semester of Human Resources Associate degree program.

PHYSICAL DEMANDS:

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

While performing the duties of this position, the Intern is regularly required to talk or hear. The Intern frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

TRAVEL:

No overnight travel is expected for this position.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an Intern to successfully perform the essential functions of this Intern position.

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

OTHER DUTIES:

Please note: this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Intern for this position. Duties, responsibilities and activities may change at any time with or without notice.

Hours are M-TH between 7:30 a.m. - 5:30 p.m.

This is an HR internship of 20 or more hours per week with a stipend upon completion. Flexible hours and days.

Please Note: Due to the volume of resumes that we receive, only those candidates selected for interviews will be contacted.

Thank you for your interest in joining our Newcap, Inc. Team!