Internship Announcement

Dept.: State Accounting Office	Salary: $10-$15/hr
Division: Executive Administration	Job Code: N/A
Job Title: Human Resources Intern	Position: Part-Time; Paid

Overview of the State Accounting Office

The State Accounting Office (SAO) was created via Executive Order in 2004 by the Governor and subsequently adopted by the General Assembly in 2005. SAO provides accounting and financial reporting expertise for the State and is responsible for statewide financial reporting, oversight and management of the State's ERP system, accounting policy, business process improvement recommendations, and management of the SAO Shared Service Center.

The Human Resources department is seeking a Human Resources intern to become part of the team. This is a part-time, paid internship that will run from September through December 2015.

Essential Duties and Responsibilities:

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

Duties will include:

- Assisting with the recruiting process including: posting job openings, reviewing resumes, and scheduling interviews and interview rooms.
- Assist with onboarding process for all new hires including processing background checks and managing new hire paperwork
- Assist with personnel file audit, set up new employee personnel files; maintain current employee personnel files
- Assist with HR policy and procedure audit, develop tracking mechanism for current policies, recently updated policies and recommended policies
- Assist with open enrollment including attending benefit meetings and assisting employees with online enrollment.
- Assist office administrator, training and communications team members as needed.

Internship Requirements, Skills and Abilities:

- Self starter with organizational skills
- Ability to manage various tasks and projects
- Ability to establish and maintain effective working relationships with others
- Good analytical and problem solving abilities.
- Excellent verbal and written communication skills.

Education/Training/Experience:

Minimum Training & Experience:

- Current enrollment in an undergraduate or graduate program with an interest and aptitude to work in Human Resources
- Ability to prioritize tasks and handle numerous assignments simultaneously
- Proficient in Microsoft Office and internet applications

Preferred Qualifications:

- Experience with HRIS systems a plus
- Ability to work 20 hours a week

What's in it For You?

- Practical, hands-on human resources experience
- Exposure to public sector employment
- The opportunity to contribute to substantial projects
- Ability to earn experiential learning credit (if applicable)

How to Apply:

Please submit a cover letter letting us know why you'd like to intern with The State Accounting Office along with your resume to monique.jenkins@sao.ga.gov.

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered; however, only those selected for an interview will be contacted. Applicants who are not selected will not receive notification.

This internship is subject to close at any time once a satisfactory applicant has been identified.

For more information about this internship contact: monique.jenkins@sao.ga.gov.