

Job Description

Position: MCPSS Human Resources Intern

Organization: Mobile County Public Schools

Department: Human Resources

Location: Mobile, AL

Number of Openings: 2

Compensation: \$7.25/hour

Time Requirements: Part Time, 15 hours/week

Required Academy: Any

Start Date: June 7, 2021

Duration: June 7, 2021- July 2, 2021

Job Summary

Works under the supervision and direction of the Human Resources Executive Manager and staff.

Job Description

The duties may include but are not limited to:

- Greets and assists visitors to the Human Resources Department.
- Answers telephone calls, takes messages and routes appropriately.
- Performs general office duties to include keyboarding, filing, copying, scanning, etc.
- Assists applicants with the online application for employment.
- Assists candidates for hire with the clerical basic skills test.
- Assists with creation of employee ID badges.
- Assists Personnel Administrators as needed
- Assists other clerical personnel as needed.
- Other duties as assigned.

Job Requirements

- Basic Knowledge of Microsoft Office Suite.
- Basic knowledge of internet based computer software applications such as Office 365.
- Ability to follow instructions and use good judgment.
- Must be able to communicate clearly with the public and employees, work well with others, adhere to confidentiality policies, and organize and maintain accurate records.
- Must be well groomed and have good grammar and spelling ability.
- Must be able to operate standard office equipment.