

## **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.