

Human Resources Intern

Minimum Preparation for Work:

College or high school student, 16- to 24-years old, who resides or attends school within the City of Pensacola, Florida.

Necessary Special Requirements

Strong organizational and personnel management skills. Proficient skill in Microsoft Suite (Word, PowerPoint, Excel) software program. Excellent time management skills and ability to coordinate interrelated projects. Strong interpersonal and conflict resolution skills.

Nature of Work:

City of Pensacola Summer internship position in the Human Resources department performs entry-level clerical daily in the completion of office administrative tasks. An employee in this position will be tasked with completing office projects at varying levels based on experience. Work assignments may involve varying levels of administrative abilities-based training and knowledge gained through job experience. Work is performed under the general direction of administrative office staff. However may include direction from varying levels of HR staff based on complexity of projects assigned.

Examples of Work:

- This employee completes customer service-related tasks to the general public, external customers and other City departments (internal customers) both in person, via email or by telephone.
- Assists in the completion of administrative tasks to support all areas of Human Resources i.e., Training, Recruitment, Payroll, Budget, Classification, Compensation, and Performance Management.
- Performs the essential functions of the job, through working in a typical office setting, and utilizing standard office equipment, software programs, and additional resources for day-to-day office operations.
- Assists with the completion of various clerical tasks, including processing incoming mail, maintaining spreadsheets and databases, running reports, and maintaining electronic and hard copy files.
- Assisting in the maintenance of conference and trainings calendar to include training events and/or meetings as needed to assist in scheduling and reserving meeting spaces, and other related tasks associated with meeting and training preparation, planning, and implementation.
- Performs other duties as assigned.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.