

October 4, 2017



## Human Resources Internship (Spring 2018)

**WorkInSports.com - Sports Jobs** · Philadelphia, PA, US

### Job description

**Summary:** The **Ed Snider Youth Hockey Foundation** uses the sport of hockey to foster academic and personal excellence among at-risk students in Philadelphia, PA and Camden, NJ. The Human Resources Intern will directly assist the Snider Hockey HR Department with projects related to compliance, recruiting, and onboarding new hires. This position is open to students looking to gain well-rounded experience and exposure in the field of human resources. Internship is conditional on the successful completion of a background check and availability provided during the interview. **Responsibilities and Duties:**

- Conduct preliminary research to assist the Human Resources Department on updated employment laws and compliance regulations regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.

- Responsible for updating and maintaining multiple employee databases and personnel files.
- Assist in the recruiting and hiring process, including: posting job openings, reviewing resumes, and conducting phone screens.
- Perform other duties as assigned.

### **Qualifications/ Requirements:**

- College sophomores, juniors, or seniors working for earned credits or extra resume experience.
- Ability to work with highly confidential information.
- Strong verbal and written communication skills are required.
- Candidates should be highly motivated to learn and must have attention to detail.
- Housing and transportation are the responsibility of the student.

Apply at: <https://www.linkedin.com/jobs/view/465898218/>

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Office of Student Life

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