

## DUTIES

The Human Resources intern will be provided with a professional learning experience in a hands-on work environment that will prepare them for entry into the business world by providing an understanding of the application of their current/recent coursework in HR to the daily functions of the HR professional in the Casino/Hospitality Industry.

The Human Resources Intern will provide administrative support to the Human Resources functions to include but not limited to:

- o Answering and responding to frequently asked questions from applicants and employees related to standard policies, hiring processes, benefits, or leaves of absence (telephone calls, voicemails, emails and front door/intercom). Responsible for general office duties: making copies, preparing new hire packets, creating personnel files.
- o Assisting with special projects such as mass mailings, employee events and fundraisers.
- o Providing support to other members of the Human Resources team as needed.

To enrich their learning experience, the Student Intern will receive personalized training and mentorship from our team of professionals.

The Human Resources Intern will also have the opportunity to develop and

REPORTS TO

1653-Employment Supervisor

REPORTING TO POSITION

N/A

QUALIFICATIONS

- (C) Speaking Clearly
- (C) Seeing Near
- (C) Seeing Far
- (C) Seeing – Depth Perception
- (C) Seeing - Color Vision

Other-

Constant

(C) more than 5 hours

REVISION DATE : 1/18/2021 (Position Created)