HR PROJECT INTERN

Kittitas County Human Resources has internship projects available for CWU students majoring or specializing in HR, and who are interested in any of the specific areas listed below. This internship is unpaid; however, the experience gained will provide value toward career development. Students may be eligible for credit through Cooperative Education and should discuss this with their academic advisor prior to applying.

PROJECT AREAS OF INTEREST:
This is intended to provide a brief summary and may not include the complete realm of possible assignments. Depending on the student’s available time commitment and area(s) of interest, any of the following may be fine-tuned to a more specific area of focus.

- Recruitment – Assist with the job posting process, records management, auditing files; learn about different employee types, and the Civil Service process.
- Onboarding – Review and make recommendations for improvements to our current onboarding process; draft forms, manuals, handbooks, etc.
- Job Descriptions – Audit documents, transfer to modern format, ensure consistencies, recommend amendments that are in line with industry best practices, etc.
- Policies – Review/audit policies to ensure compliance and best practices; draft recommendations; develop training modules.
- Records Management – Review and audit of HR electronic and paper files; utilize the State’s “Local Government Common Records Retention Schedule (CORE)” to assign disposition numbers and dates to files; dispose of records outside their retention.
- Safety Program – Review and recommend updates to the Employee Safety & Accident Prevention Manual; research, propose, and provide training; participate in safety meetings; identify areas of priority for the committee to work on.
- Employee Motivation and Wellness – Work with the Employee Input Committee and Workplace Wellness Council to develop low or no-cost programs to increase healthy behaviors for employees and their families; assist with the development of the monthly employee newsletter, etc.
- Web Presence – Review HR web content on internet and intranet sites; make recommendations to improve content and create a more dynamic user-friendly interface (especially on the intranet).

MINIMUM QUALIFICATIONS:
- Current CWU student pursuing a career in the HR field.
- At least three (3) years of HR-related university-level coursework.
- Valid Washington State Driver’s License.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.
KNOWLEDGE, SKILLS AND ABILITIES:
- Friendly, approachable demeanor with great customer service skills.
- Proficient with computers including Microsoft office programs, with an emphasis on Outlook, Word, Publisher, and Excel, and have the ability to learn other programs specific to the office or County quickly.
- Must be able to maintain a high level of confidentiality.
- Able to think creatively, generate new ideas, and be improvement-focused.
- Must possess effective verbal and written communications skills, and be comfortable with public presentation.
- Must have the ability to work with a diverse population and possess problem-solving skills.
- Ability to motivate self and work independently, yet maintain open communication with others in the department to ensure work is completed in an efficient manner.
- Ability to use general office machines and proper telephone etiquette.
- Must have excellent organizational skills and be detail-oriented.

WORKING CONDITIONS:
Work is generally performed in an office environment; regular interaction with employees and the public; periods of increased activity and exposure to angry or emotional customers; sustained posture in a seated position and prolonged periods of computer operation; ability to sit, stand, walk, stoop, kneel, crouch, ascend/descend stairs, reach and grasp; strength to push, pull, lift, and carry up to 25 pounds and potentially more with assistance; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. All safety regulations, policies, and procedures must be adhered to at all times.

Office hours are Monday – Friday, 9:00 AM to 5:00 PM. Will work with student schedule, but work must be conducted onsite. Regular attendance and punctuality are required within the established schedule parameters. Occasional travel may be required to attend meetings or training opportunities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:
The following items are required:
1) A letter of interest that includes:
   a. Which specific projects you are interested in, why, and how your education will enhance your work product.
   b. Why you are pursuing a career in Human Resources.
   c. Your career goals for the first five years post-college.
2) A resume
3) Three (3) professional references

Please submit documents to the Kittitas County Human Resources Office.