



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-Time**)  
DEPARTMENT.....: Human Resources and Risk Management  
DIVISION.....: **Human Resources**  
CLASSIFICATION/GRADE....: Summer Intern  
REVISED.....: 04/2019  
REPORTS TO.....: HR/RM Director/HR Generalist  
REVIEWED.....: 04/2019  
WAGES.....: Hourly

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### **\*\*\*PLEASE SUBMIT YOUR CURRENT TRANSCRIPT WITH APPLICATION \*\*\***

#### **SUMMARY:**

This position is under the general supervision of the Human Resources Generalists. The Intern will perform duties related to specific functions within the Human Resources department. The position will provide support for HR activities of the Parish and assist HR Generalists and the public with general department information.

#### **The Human Resources Intern will learn the practical application of:**

1. Steps in the recruiting and hiring process, including: posting job openings, reviewing resumes, and making job offers.
2. The importance of employment law and compliance, especially regarding employment eligibility, confidentiality proper maintenance of employee files, and forms management.
3. The interrelationship of HR and Finance in the areas of new employee paperwork, payroll issues related to onboarding and termination, use of a payroll management database and report generation.
4. Employee benefits management issues related to new hire enrollments.

#### **BASIC FUNCTIONS:**

1. In-take and processing of mail for HR departments. Routes all correspondence to appropriate department personnel.
2. Assist with employment entry process for all new parish employees.
3. Performs general clerical duties such as answering phone, maintaining files, completing record searches, typing and other related duties.
4. Maintain HR departmental records through scanning and shredding.
5. Assist staff with training supervisors on HR related issues.
6. Performs all other responsibilities as assigned or deemed necessary by Supervisor and staff.

#### **OTHER REQUIREMENTS:**

1. Must be computer literate with proficient knowledge in Word Perfect, Power Point, Microsoft Word and Excel spreadsheets.
2. Ability to maintain confidential information a must.

#### **EDUCATION/EXPERIENCE:**

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status** at community college or University in Human Resources **by May 2019.**