



BOSTON REDEVELOPMENT AUTHORITY

TITLE: HUMAN RESOURCES INTERN- UNPAID FALL, 2009

SUMMARY OF RESPONSIBILITIES: Under the direction of the Director of Human Resources or designee assist with and gain exposure to many facets of human resources operations including employment/recruitment, payroll, benefits, HRIS, policy; participate in special HR projects as needed. Provide general office administrative support.

- **EMPLOYMENT**

May assist in recruitment, employee orientations, job posting, etc.

- **PAYROLL**

- **BENEFITS**

- **HRIS**

Gain familiarity with HRIS. May assist in processing resumes using recruiting solution.

Provide general office support: data entry, faxing, xeroxing, answering phones, filing, etc.

Participate in special HR projects as assigned by the Director of Human Resources.

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Perform other related duties as requested.

QUALIFICATIONS: Must have a strong interest in the field of Human Resources and must have completed coursework in Human Resources towards a Bachelors or Masters Degree. Proficiency with office software is required. Excellent oral and written communication skills are needed. Must be detail oriented. Familiarity with ABRA Suite or other HRIS system is highly desirable.

DATES of INTERNSHIPS

Fall – mid December 2009

ALL INTERNS MUST BE CURRENT STUDENTS

**Students must supply a transcript (proof of current enrollment) prior to hire.*

Submit resume/cover letter to:

BOSTON REDEVELOPMENT AUTHORITY, HR

43 Hawkins Street

Boston, MA 02114

HR.bra@CityofBoston.gov

617-918-5458 (fax)

E- Mail: Hr.bra@cityofboston.gov