

Job Description

Job Title: Human Resources Intern

Reports to: Intern Project Lead

FLSA Status: Temporary Full time non-exempt

Pay Rate: \$17-\$22.00/hr

About us:

The Griffiss Institute (GI) is a nonprofit talent and technology accelerator for the United States Department of Defense and an international network of academic, government and industry partners. Since 2002, the GI has served the Air Force Research Laboratory Information Directorate (AFRL/RI), the Mohawk Valley region, and the United States, empowering diverse teams to tackle the country's greatest challenges to national security and economic competitiveness with talent and technology development programs that lead the nation in technical and economic impact. Devoted to converging teams and technologies to solve complex national challenges, the GI is proud to enable its international network from its home at Innovare Advancement Center in New York's picturesque Mohawk Valley.

Job Summary:

We are seeking an energetic, services-orientated intern to assist with our workforce development programs over the summer. In this role you will support the Intern Project Team by performing essential functions that assist all team members in overseeing the 100+ temporary intern workers that the Griffiss Institute hires each summer. This position will include close interactions with others as well as the ability to manage multiple tasks, problem solve, think creatively, and work independently.

Essential Functions:

- **Culture:** Participate in the advancement of a diverse, inclusive Internship Program and assist with the execution of onsite and virtual events and initiatives to promote the program and its participants with program and external partners. Work with internal teams and external participants.
- **Strategy:** Actively participate in the hiring and monitoring processes for the program participants. Actively assist in planning major events such as intern graduation and research reviews. Coordinate ordering, pickup and delivery of needed event and activity resources. Assist in preparation of briefing materials. Facilitate intern briefings, meetings, and other events.
- **Communications:** Facilitate consistent communication between interns and others (mentors, staff, etc.). Assist in the de-escalation of conflicts and solving of intern/mentor concerns throughout summer program. Manage daily updates to the Intern communications smartsheet dashboards.
- **Management:** Ensure project deadlines are met. Maintain professional personal composure in high stress situations.
- **Organization:** Follow up and follow through. Use software programs to process data and interpret the results through critical thinking. Undertake project tasks as required.

Ensures projects adhere to frameworks and all documentation is maintained appropriately for each project. Perform routine administrative functions including word processing correspondence, memos, and reports.

- Behavior: Meet deadlines, prioritize company assignments, and maintain professional composure under pressure and dynamic conditions. Adjust to new situations encountered daily and can learn new duties quickly. Work well with others, both inside and outside of the company.
- Complete other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Current student pursuing a bachelor's degree in human resources or a related discipline. A cumulative GPA of 3.0 or higher is preferred.

Licenses:

A valid driver's license and insurance are required for this position.

Language Ability:

Ability to read, analyze, and interpret requests and communications. Ability to respond to common inquiries or complaints from customers or members of the community. Ability to write updates and articles for interns that conform to prescribed style and format.

Math Ability:

Ability to perform basic calculation of figures and amounts such as proportions, percentages, area, circumference, and volume.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills:

To perform this job successfully, an individual should be proficient in Microsoft Office programs including PowerPoint, Outlook, Word and Excel and Smartsheets and a variety of other internet software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands and reach with hands and arms. Employee may be asked to occasionally lift packages or parcels weighing up to 10 lbs.