



## **JOB DESCRIPTION**

**Position: HRIS Intern (College Student)**

**Classification: Non-exempt**

**Reports To: HRIS Manager**

**Revised: 05/2018**

### **JOB DESCRIPTION**

#### **Summary/Objective**

The HRIS Intern assists the HRIS Manager with various project responsibilities in relation to the HR Information Systems. This HRIS internship will expose the intern to all aspects of our HR & Payroll Systems and will provide exposure to the day to day responsibilities of the HR.

#### **Essential Job Functions**

- Support implementation of new HR Information System through parallel testing, data validations, and auditing.
- Assist with overall administrative functions for all modules of HR Information Systems (Payroll, Benefits, Compliance, HR, Compensation, Performance, etc.)
- Other items as assigned.

#### **Duties and Responsibilities**

- Embrace FREE's leadership practices: Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart
- Report all violations and/or accidents in Agency or personal vehicle in accordance with New York State regulations and Agency policy.
- Follow OSHA regulations, and ensure all staff follows OSHA regulations, including universal precautions.

11/30/2017

- Participate in regular, on-going meetings as requested or assigned.
- Communicate effectively on feedback with management, peers, and individuals served in a cooperative manner.

### **Education, Work Experience, and Competencies**

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.

- Strong analytical and problem solving skills
- Requires effective interpersonal, oral and written communication skills
- Strong knowledge in Excel
- Ability to exhibit strict confidentiality and HR professionalism
- Must work well under pressure and when dealing with multiple responsibilities

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **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. While performing the duties of this job, the employee is regularly required to talk or hear. Filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

### **Mental Demands**

- Ability to Multi-task in a fast paced environment
- Ability to compile and analyze data from various different sources about an individual
- Ability to coordinate people and resources in every aspect of an individual's life to help reach their full potential.

### **FREE's Core Values**

All team members are expected to represent the core values of the organization, outlined below, at all times.

**Integrity...**we expect the conduct of all team members in the FREE network to be rooted in transparency and honesty and to be consistent with our stated values.

**Diversity...**we believe in the dignity and worth of all people. We strive to foster an appreciation of, and respect for, the differences among all of us that enrich the world.

**Responsiveness...**we commit to striving to meet to the needs of the people we support, valued team members and the unmet needs of the community.

**Quality...**we support people to plan, choose, and contribute to their personal outcomes and to live a rewarding life based on their individual choices and preferences.

**Stewardship...**we recognize our responsibility in managing the resources of the FREE network responsibly, effectively, and efficiently.

**Innovation...**together, we find creative solutions to take advantage of opportunities and meet challenges while celebrating our collective accomplishments.

**Interdependence...** we pledge to promote a collaborative environment driven and enabled by a dedicated team of professionals. WE is more powerful than YOU or I.

I have read, understood and agreed with the job description, and have been given the opportunity to ask questions regarding its content.

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Print Name

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Signature

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Date

Signature of Reviewer: \_\_\_\_\_

Title: \_\_\_\_\_