

# Job Description

<b>Human Resource Use Only</b>
<b>Position Number:</b>
<b>Step/Grade</b>
<b>Effective Date: 02/2016</b>

## POSITION IDENTIFICATION

---

**Position Title:** Human Resources Intern  
**Division:** Human Resources  
**Status:** Part Time

## SUPERVISORY RELATIONSHIPS

---

**Reports to:** Human Resources Director

## POSITION PURPOSE

---

Provides support to the Human Resources function by providing administrative support including processing changes in the HR system, recruiting support, and special projects. The work is performed under the direction of the Human Resources Director.

## ESSENTIAL DUTIES

---

- Works closely with the Human Resources Director and Human Resources Generalist on daily HR activities and projects
- Assist with recruiting activities for open positions throughout the City including preparation of advertisements and preparing interview guides
- Update job descriptions with compensation plan information
- Assist with the transfer of data into employee system
- Assist with employee communication regarding wellness challenges and improvement events
- Assist with employee file upgrade project.

## MINIMUM POSITION QUALIFICATIONS

---

Enrolled in an Associate's or Bachelor's degree program with Human Resources or closely related field.

## KNOWLEDGE, SKILLS, & ABILITIES

---

Excellent verbal and written communication skills, general knowledge of Human Resources practices, proficient in Microsoft Office products and has good time management skills.

## BACKGROUND CHECK

---

Condition of employment

## **PHYSICAL DEMANDS**

---

The physical demands described herein 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.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and dictation equipment.

**Physical Effort:** The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

**Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions.

---

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment. This job description is not a contract for employment.