

Department of County Assets Human Resources Unit

Human Resources Intern

SEASONAL TEMP POSITION: June through September

SALARY: \$18.00 hr. (20-40 hours per week, Monday-Friday)

LOCATION: Multnomah Building, 501 SE Hawthorne Blvd., Portland, OR 97214

Department solicitation and Department or Division description:

The Department of County Assets is seeking qualified candidates for a temporary position in the Human Resources Unit.

The DCA Human Resources team provides direct support to department managers and employees for recruitment & selection, HR administrative functions, and consultative services regarding a wide range of management and employee/labor relations issues.

The DCA Human Resources Team assists managers in recruiting and retaining highly qualified staff, developing performance expectations that align with departmental priorities, building workforce competencies to improve service delivery. The HR team establishes effective communication between employees and managers to improve working relationships, and creates a positive work relationship wherein diversity and equity is valued.

Job Task Description:

The Human Resources Intern will directly assist the Human Resources team a wide range of projects related to HR compliance, recruiting, onboarding/orientation and retention. This internship is designed to be both educational and practical.

In this position, the intern will learn how to take skills acquired in school related to the particular areas of interest, and apply them in a professional setting. They will gain a better understanding of the role that Human Resources can play in a public sector setting, and be better prepared to work in the arena of human resources. The intern will also have opportunities to network with staff in budget, finance, and IT and Facilities and Property management.

Knowledge/Skills/Abilities Required:

- Excel and google docs/forms
- Data research and Analysis

- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Time Management- managing one's own time and tasks

Special Requirements:

Equivalent to an Associate's degree from an accredited college or university with major coursework in public administration, human resources administration, business administration or a related field OR one year of related experience.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form provided by your program coordinator. The deadline for submitting online application is March 31, 2017.