

Title: Environmental Intern

Department: Office of Environmental Services

Reports To: Administrative Superior

Application Details: Interested applicants should email their resume with the subject line: "Environmental Intern Application" to Paul Bonewicz, pbonewicz@philasd.org.

Job Summary

This is a part-time position that offers a hands-on learning experience for the Human Resources and/or Recruitment fields to assist the Environmental Services team. The intern will be exposed to various aspects of recruitment and human resources in a large urban business environment.

Essential Functions

Responsibilities include but not limited to:

- Assists Environmental Services with large scale projects.
- Data entry and data analysis utilizing MS Excel and Google Documents.
- Corresponds with applicant and pending candidates.
- Reviews & approves/disapproves applications based on stated requirements.
- Attends hiring sessions and assists with assembling files and copying.
- Occasionally coordinates with inter-departmental partners to assure smooth flow of information.
- Other projects and duties as assigned.

Qualifications

- Analytical skills.
- Excellent writing skills.
- Well developed organization skills with attention to detail.
- Knowledge of effective recruitment strategy is preferred.
- Knowledge of Human Resources systems preferred.
- Excellent interpersonal and communication skills, customer service oriented.
- Ability to work independently.
- Proficient in Microsoft Office and Google Docs/Sheets.
- Must be able to perform task with limited supervision.
- Ability to multi-task and handle detailed assignments.
- Ability to maintain confidentiality.

Student Benefits

- Excellent opportunity to work with multi-faceted projects.
- Learn about a variety of functions within the related department.
- Learn to write a variety of detailed documents within the related documents.
- Letters of recommendation provided upon successful completion of the internship.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.