



## School District of Philadelphia

**Title:** Talent Intern  
**Department:** Office of Talent  
**Reports To:** Administrative Superior

### **Job Summary**

This is a part-time, position that offers a hands-on learning experience for the Human Resources fields to assist the Office of Talent. The intern will be exposed to various aspects of human resources in a large urban business environment.

### **Essential Functions**

*Responsibilities include but not limited to:*

- Assists the Office of Talent with large scale projects regarding badging and fingerprinting of School District employees
- Data entry and data analysis utilizing MS Excel and Google Documents.
- Provides customer service at the window and over the phone
- Assists with assembling files and batching for Records
- 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.
- 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.

### **Benefits**

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

### **How to Apply**

- Include a copy of your resume and a cover letter that answers the question, "Why are you interested in this role?" in an email to [judithadams@philasd.org](mailto:judithadams@philasd.org).

**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.