



Job Title:	Human Resources Intern	Job Category:	Internship
Department/Group:	N/A		
Location:	114 South 3 rd St., Oakland, MD	Travel Required:	On-Site
Level/Salary Range:	\$600/Semester/Yr	Position Type:	PT Internship, 14 hrs/week
HR Contact:	Dave Bruffy, Owner	Intern Duration:	16 Weeks
Will Train Applicant(s):	Internship Training Opportunity	Posting Expires:	N/A
External posting URL:	http://smoke-n-mirrors.weebly.com/employment.html		
Internal posting URL:	N/A		
Applications Accepted By:			
E-MAIL: Smokenphoto@Outlook.com Subject Line: Paid Internship Opportunity		MAIL: Smoke N Mirrors Photography 114 South 3rd Street Oakland, MD 21550	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>This Intern position will work to perform a number of human resource activities such as intern scheduling, intern interviewing (for following semester), preparing and updating operations manuals for each Intern position, preparing and updating Intern position descriptions, disseminating Intern position opportunities for the following semester, preparing and amending Personnel Policies and making general personnel recommendations to management and owner, and performing general retail sales functions as necessary.</p> <ul style="list-style-type: none"> • General Sales • Preparing Intern Schedules • Preparing and amending Intern Operations Manuals • Advertising, Interviewing and recommending future Interns • Preparing and amending Personnel Policies • Making general personnel recommendations • Providing guidance to Interns regarding policies and procedures • General Business Operations activities as necessary or assigned <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High School Diploma or equivalent and current and active enrollment in a college or university taking classes geared toward earning an accredited degree in HR or Industrial Engineering or related field.</p> <p>PREFERRED SKILLS</p> <p>Previous retail sales experience, previous experience working with the public, and previous personnel experience are all desirable skills. Punctuality and work schedule adherence are a must.</p> <p>ADDITIONAL NOTES</p> <p>Intern work schedule can be tailored to class schedule, typically 14 hours per week for a 16 week period.</p>			