

**Office of Leadership Investment
Ad-Hoc Department Intern Request Form**

Print Form

*To request interns throughout the academic year
Request will be posted to the Experience Philadelphia website*

Department : Office of Human Resources

Contact Person: Glenn Harper

Email Address: glenn.harper@phila.gov

Phone Number: (215) 686 - 2109

Fax Number: (215) 686 - 2347

Applicant Education Level: High School College Graduate School Other

Beginning Date: June 15, 2009

End Date: August 14, 2009

Hours per Week: 16 - 20

Paid Unpaid

If paid, please list wage:

Job Description:

Human Resources Intern: provides support services to Executive Office employees in the City of Philadelphia's central Office of Human Resources. Conducts research into human resources issues as assigned such as best practices, data collection and analysis of workforce trends, development of policy and procedures, Investigating employee issues and drafting professional correspondence and/or other duties, as needed. May also assist with occasional light administrative support assistance by answering telephones and routing calls or taking messages. Duties will vary depending on the needs of the Executive staff.

Qualifications:

Bachelor's degree minimum with major coursework in human resources, human resources administration, business administration or public policy.

Submission Requirements: Cover Letter Resume Recommendation Transcript

Can potential applicants contact you with questions? Yes No

How should potential applicants apply? Email Mail Fax

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