

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 : Human Services, Human Resource Department

Contact Person: Debra Perks

Email Address: Debra.A.Perks@phila.gov

Phone Number: (215) 683-6004

Fax Number: (215) 683-6108

Applicant Education Level: High School College Graduate School Other

Beginning Date: January 4, 2009 / Negotiable

End Date: April 2, 2009 / Negotiable

Hours per Week: Negotiable

Paid Unpaid

If paid, please list wage: _____

Job Description:

This job would work directly with an Human Resource Manager, Human Resource Associate, and other Human Resource Professionals performing tasks such as attending disciplinary hearings, unemployment hearings, performing investigations, performing human resource transactions such as hiring, separations, demotions, and promotions. The job would also entail clerical responsibilities such as file maintenance, reviewing folders for state inspection, and the ability to use Microsoft Office for daily operations.

Qualifications:

The candidate should be enrolled in an undergraduate or masters degree earning program with a concentration in one or more of the following fields: Human Resources, Public Administration, Business, and or any combination of experience and education deemed appropriate.

Submission Requirements: Cover Letter Resume Recommendation Transcript

Can potential applicants contact you with questions? Yes No

How should potential applicants apply? Email Mail Fax