



Greater Pittston YMCA

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www.greaterpittstonymca.org

**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Human Resources/Business Administration Internship Job Description

Job Description: Provide administrative support to complete Human Resources Management projects, provide general support to overall office operations.

Qualifications:

- Current student, eligible for internships/work study opportunities, available 6 hours/week
- Must have completed coursework in Intro to Human Resources Management, General Business Management.
- Proficient in Microsoft Office and Internet applications.
- Must be self-motivated and willing to work independently.
- This will be a paid internship opportunity.

Student Will Learn:

- The importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.
- The interrelationship of HR to Finance and collaborating with Department Directors to achieve workplace compliance and efficiency.

Scope of Responsibilities:

- Student will maintain all personnel files, making sure every employee is up-to-date with all legal compliance clearances, forms, personnel policies, performance reviews and related documentation.
- Student will assist Executive Director in the completion of an evaluation of and revision of the organization's employee handbook and employment policies.
- Student will also collaborate with members of the organizations Personnel Committee of the Board of Directors and have the opportunity for mentoring from all executive levels.
- Student will assist in the preparation of periodic program reports to the YMCA USA.
- Other duties as assigned.

To Apply: Send Cover Letter and Resume to ceo@greaterpittstonymca.org