



PAVIRTUAL
CHARTER SCHOOL

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Human Resources Intern Job Description

Reports directly to the Assistant Director of Human Resources

Position Summary:

PA Virtual Charter School is seeking a motivated individual to intern in our Human Resources Department. The intern will work on developing forms, processes and manuals for the department. In addition, the intern will work closely with the recruitment and orientation processes as they occur. The intern should attend and participate in all departmental meetings. The intern will report directly to the Assistant Director of Human Resources, but will work closely with all HR department staff.

Duties may include, but are not limited to:

Responsibilities:

- Coordination of new hire orientations
- Review new hire paperwork for accuracy and compliancy
- Develop/revise phone screen/phone interview scripts
- Conduct and schedule phone screens/interviews
- Develop and revise exit interview script
- Develop a draft of an affirmative action policy
- Develop a draft of the emergency preparation manual for administrative staff
- Review and revise the performance improvement plan forms
- Research HRIS systems for cost, benefits, and features
- Perform other duties as assigned.

Requirements:

- Currently pursuing a Business Administration or Public Administration degree
- Strong written communication skills
- Strong interpersonal and verbal communication skills
- Excellent technology skills
- Excellent time management and organizational skills
- Ability to maintain strict confidentiality