



Human Resource Recruitment Intern

OPEN TO UNIVERSITY LEVEL STUDENTS ONLY – PAY RATE: UP TO \$20.00 PER HR

Apply Immediately – Recruitment may be closed at any time without further notice

THE INTERNSHIP: Omnitrans is seeking an intern to assist with the everyday needs of Recruitment. The Human Resources Recruitment Intern will directly assist the Human Resources Specialist with a wide range of projects related to full cycle recruiting, new employee orientation, and other human resources projects. This internship is designed to be both educational and practical. In this position, the intern will provide confidential administrative, organizational, and recruitment support services to assist in establishing several eligibility lists. The duties may include, but not limited to, the following (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification):

JOB DUTIES:

- Assist with all steps in the recruiting and hiring process, including posting job openings, reviewing applications/resumes, examination proctoring and scoring, scheduling and conducting in-person interviews, background verification process, scheduling pre-assessments, and pre-employment physicals;
- The importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of application material;
- Supports recruitment efforts to establish eligibility lists; and
- May coordinate and/or participate in various recruiting events, job fairs etc.

QUALIFICATIONS: Current or recent enrollment in a graduate degree program with an interest and aptitude to work in Human Resources. This position requires excellent interpersonal, verbal and written communication skills with advanced proficiency in Microsoft Office applications, especially Excel, Word, PowerPoint, and Outlook; excellent organizational and planning skills; problem solving capabilities necessary to accomplish the duties and tasks of the position; exceptional written and oral communication skills; high attention to detail, accuracy, initiative and follow-through; and be able to meet deadlines, handle multiple tasks with interruptions, and effectively adapt to changing priorities. Candidates should possess the ability to prioritize tasks and handle numerous assignments simultaneously; effectively learn and acquire new knowledge and skills; and to share knowledge and work in a strong team oriented environment. Required attributes include the ability to be personable, able to comfortably and pleasantly deal with a variety of people; and Strong customer service skills. The Physical requirements include the employee to regularly be required to talk or hear; frequently required to sit; occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms; occasionally lift and/or move up to 20 pounds; and specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

THE SELECTION PROCESS: Applications will be screened for relevant qualifying information that consists of an evaluation of education as described on the fully completed application. The selection process will include an oral interview, as well as completion of both pre-employment physical exam, including a drug test and a criminal background investigation. **As part of the application process, applicants must submit a fully completed application, resume, and verification of school enrollment.** For further information about this exciting internship opportunity, please visit our website at: <http://www.omnitrans.org/about/jobs.asp>. Applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA 92411 or call 909/379-7260.

EEO/AA including Protected Veterans and Individuals with Disabilities.