



Miami-Dade County Animal Services Human Resources Intern Job Description

Miami-Dade County Animal Services (ASD) is one of the largest no kill shelters in the United States. Since 2015, ASD has saved more than 90% of the pets in its care. In addition to serving the community through adoption events, volunteer/foster programs, low-cost spay/neuter services, and pet retention, ASD also safeguards the safety and security of pets through innovative anti-cruelty programs and initiatives.

ASD is seeking a Human Resources Intern to assist with various special projects and/or administrative duties in support of the ASD's administrative operations.

RESPONSIBILITIES/ REQUIREMENTS

- Assist in coordination of new hire orientations/ packets
- Assist with preparing spreadsheets, updating data, performing basic benchmarking of compensation data
- Processes paperwork and perform a variety of clerical tasks to support Human Resources administration
- Perform financial analysis of data elements using Excel
- Maintain Human Resources records and files for all associates
- Assists in the preparation of special reports and projects
- Participate in project planning meetings for ongoing continuous improvement initiatives
- Keeps all employee bulletin board information current
- exposure to other areas of Human Resources including Benefits, Recruiting, Payroll
- Other related assignments as required.

LEARNING OBJECTIVES

- Describe the fundamental concepts and rules of law that apply to departmental activities, employment function, and labor
- Demonstrate the basic knowledge and skills needed to effectively manage a human resource division
- Integrate teamwork, leadership and motivational skills to organizational scenarios and evaluate outcomes
- Understand the importance of proper policy and procedure

EDUCATION, SKILLS, AND EXPERIENCE: Potential interns should have an interest in Human Resources. Desired skills include: good written and verbal communication skills, working knowledge of Microsoft Office, and internet research abilities.

Reports to: Human Resources Manager

This internship opportunity is open to high school and college students.