

UW HEALTH JOB DESCRIPTION

Human Resources Intern			
Job Code: 340002	FLSA Status: Non-Exempt	Mgt. Approval: K. Kunz & A. Dix	Date: Jan 2019
Department:		HR Approval: A. King	Date: Jan 2019
JOB SUMMARY			
<p>The Human Resources (HR) Intern will gain exposure to various aspects of the HR department by providing project support in one or more specialties across benefits, compensation, recruitment, employee relations, and learning and development. The incumbent will gain hands-on HRIS system experience and conduct research on a variety of HR related topics. The internship program also provides employees with exposure to organizational philosophies and provides practical application of classroom experiences to the workplace environment.</p>			
MAJOR RESPONSIBILITIES			
<p>The Human Resource Intern will perform some or all of the responsibilities below:</p> <ul style="list-style-type: none"> Job-shadow various positions within the department via sitting in on meetings, phone calls, interviews, and/or by assisting with projects. Complete entries into HRIS system, such as new employee records, benefits enrollments and other updates. Assist with benefits keying into vendor websites. Assist with annual benefits open enrollment materials and scheduling. Provide backup coverage for HR phone line and follow-up on general employee inquiries. Assist with verifications of employment. Attend and assist with job fairs and mock interviews. Observe initial screening interviews done by recruiters to learn interviewing techniques. Research and compile information on current trends/issues related to employment in the health care industry via the Internet, contacting schools or other employers. Assist with updating job descriptions. Assist with the completion of compensation market surveys and market data for various roles. Perform other duties as assigned. <p style="text-align: center; margin-top: 20px;">ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p>			
JOB REQUIREMENTS			
Education	Minimum	High School Diploma or equivalent and current student in a post-secondary college or university	
	Preferred	Pursuing a bachelor's degree in Business, Human Resources, Marketing or a related field	
Work Experience	Minimum		
	Preferred	General customer service/ administrative experience or experience in field of study	
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Ability to learn computer and application skills as applicable to role Proficiency with Microsoft Office Suite Ability to interact with and work around people Ability to make judgments in demanding situations Ability to react to frequent changes in duties and volume of work Effective communication skills Ability to listen empathetically Ability to logically organize details Comfortable accepting responsibility for medium to large scale projects involving multiple resources and spanning many months from start to finish Ability to manage multiple concurrent activities High sense of urgency for meeting commitments and completing assignments Ability to consistently deliver high quality customer service in a professional manner 	

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AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.