



METROPOLITAN AIRPORTS COMMISSION

Department of Human Resources
6040 28th Avenue South
Minneapolis, MN 55450

<http://metroairports.org>

INVITES APPLICATIONS FOR THE POSITION OF:
Human Resource Intern

An Equal Opportunity Employer

SALARY
\$11.00 /Hour

OPENING DATE: 07/12/16

CLOSING DATE: 07/22/16

THE POSITION

This internship opportunity is a 10-week long assignment beginning mid to late August and will assist with the recruiting and hiring activities and key projects for the Human Resources and Labor Relations team. The HR Intern will be exposed to a variety of HR functions, at times working directly with an HR team member and also working on projects independently. This internship is designed to be both educational and practical. In this position the intern will learn how to take the skills he or she may have acquired in school and apply them in a professional setting.

To apply: click the "Apply" link located just above the position description, log-in and follow the instructions provided.

Questions regarding this position can be directed to Nicole Kiefer at Nicole.Kiefer@mspmac.org or 612.726.8166. Applications will be accepted until **3:00 p.m. on Friday, July 22, 2016.**

Minnesota Government Data Practices Act

The Metropolitan Airports Commission (MAC) collects information from applicants for the purposes of determining employment suitability. Applicants are not legally required to provide the requested information. However, information not provided, other than race, gender, or disability, may prevent MAC from being able to consider the application or determine the applicant's suitability for the position. The information collected may be classified as public or private data under the MGDPA. "Public" means that data is available upon request. "Private" means the data is only available to the person the information is about, and to those who must see it in the course of conducting MAC business and as otherwise provided for by law. MAC complies with the Americans with Disabilities Act. If an accommodation is required for you to participate in the application process because of a disability or you have questions regarding the application process, contact Anita Bellant at 612-726-8196 or Anita.Bellant@mspmac.org.

MAC is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, gender, age, nationality, or disability.

POSITION DESCRIPTION

Accountabilities and Functions

- Assist with the recruiting and hiring process to include job description review, job posting design, recruiting, scheduling interviews, writing interview questions, conducting interviews, conducting background checks and collecting new hire paperwork
- Complete research on best practices in various areas of HR/Organizational Development
- Assist in administrative functions such as employee file maintenance and general office support
- Assist and respond to all employment inquiries in a timely manner
- Assist with filing and records retention
- Utilize HRIS and Applicant Tracking System to review data, run reports and analyze information
- Complete special projects as assigned

POSITION REQUIREMENTS

MAC Core Competency Requirements

- Complete work assignments in an accurate and neat manner.
- Produce required volume of work within assigned deadlines.
- Consistently practice cooperative, positive and flexible work habits and accept accountability for job responsibilities.
- Use sound, ethical judgment in solving problems and making decisions.
- Use effective interpersonal skills to develop positive work relationships.
- Perform work in a safe, secure and ethical manner.
- Use good communication skills in and between work groups.
- Comply with required work schedules.
- Provide good internal/external customer service.
- Comply with all MAC policies and procedures.

Minimum Requirements

- Currently enrolled in an undergraduate or graduate degree program in human resource management or a related field
- Grade point average of 3.0 or greater
- Basic skill level using Microsoft Word, Excel and Outlook
- Excellent editing and writing skills
- Ability to interact effectively with employees across all levels of the organization
- Ability to maintain strict confidentiality
- Valid driver's license
- Reliable vehicle to commute between job sites
- Although flexibility is supported, the HR intern must be willing to work 24 hours per week for the majority of the 10-week long internship program.

Desirable Requirements

- Experience screening applications, conducting interviews, writing interview questions or designing hiring assessments
- Intermediate skill using Microsoft Word and Excel
- Experience with report generation
- Completed coursework on employment law
- Student member of SHRM