PACK INTERNSHIP GRANT PROGRAM

Human Resources Intern

Renown Health
1000 Ryland Street
Reno, NV 89502

About Renown Health
Renown Health is Northern Nevada’s healthcare leader and Reno’s only locally owned, not-for-profit health system. We are an entire network of hospitals, urgent care centers, lab services, x-ray and imaging services, primary care doctors and dozens of medical specialties. We help you live a healthier life, and we’re the experts you go to when you are seriously ill or injured. We have more than 5,000 nurses, doctors and care providers dedicated to your health and well-being every day of the year. Find out more about Renown.

About the Internship
This position assists with a variety of assigned projects under the guidance of human resources staff and leadership. The intern will be exposed to multiple functions within Human Resources, including but not limited to: Organizational Development, HR Operations, and Recruiting.

Qualifications
- Professional oral & written communication as demonstrated by public speaking skills, writing concisely and from the audience’s perspective, and ability to gather background information needed for written assignments
- Customer relations as demonstrated by responding timely to phone calls and requests; can-do attitude towards projects whether routine items or large, complex tasks; accepting of interruptions to work based on immediate customer needs
- Task/time management as demonstrated by regular communication to project leaders on progress, ability to complete tasks within timeframes assigned, and initiative to discuss revision of timelines and priorities to be most effective in the role
- Must be proficient in Microsoft Office Suite including Word, Excel, PowerPoint, and Access
- Ability to use a computer to complete online learning requirements for job-specific competencies
- Ability to take assignments and research appropriately to complete a project is a plus

Internship Duties
This position will be responsible for supporting the day to day operations of the departments in addition to any of the following duties:
- Assist in administration of the Learning Management System
- Assist in the Annual Assignment process for regularly and compliance online training
- Inventory of skills required for Renown jobs
- Build a skills database based on skills gap analysis
- Screening applications and scheduling face to face interviews
- Sending out new hire paperwork/background checks
- Conducting phone screens with viable candidates
- Gain an understanding of how to plan & implement system interfaces within the HR department
- Assist with developing and implementing HR system interfaces
- Learn fundamental lean manufacturing skills to help with process improvement
- Develop auditing skill related to HRIS data and how it impacts various systems throughout the healthcare network

$12/hour for 120 hours
Spring Semester 2017
Apply by November 1st, 2016
at www.unr.edu/career