Human Resources Intern

Second Judicial District Court
75 Court Street
Reno, NV  89509

About Second Judicial District Court
At the Second Judicial District Court, we provide services to the community and Access to Justice. We have 15 District Judges, District Court Administrator, 5 members of the Executive Leadership team (Assistant Clerk of Court, Assistant Court Administrator, Chief Fiscal Office, Chief Information Officer and the Director of Human Resources & Organizational Development), 6 Program Managers and 175 employees.

About the Internship
The role of human resources intern is to learn the various functions and tactical support for our court. Assistance with benefits, recruiting, training, research, assistance with development in our function, and organization of the office.

Qualifications
- Proficiency in Microsoft office, adobe, copier, fax and calendaring
- Emotional Intelligence, polite, good listening skills and customer service
- Loyal and can understand this is a highly confidential office

Internship Duties
- Make files, and organize information for the recordkeeping process
- Assist the Director and other staff with various projects
- Set calendar for the recruitment process. Make schedule by calling selected applicants
- Observe the interview process
- Call references and work history screening of applicants
- Prepare new hire paperwork, ensuring that all the correct documents are given and received
- Assist in new hire orientation
- Help conduct and assist in employee training, including research and presentation
- Assist with benefits packets and observe process
- Assist with writing, creating information and assisting where needed
- Court observation
- Assist other departments with projects as needed
- Assist with delivering timecards and ensure they are scanned in correctly

$12/hour for 120 hours
Spring Semester 2017

Apply by November 1st, 2016
at www.unr.edu/career