

Job Title: Human Resources Intern
Reports To: Human Resources Manager
Status: Non-Exempt

Date: April 2025

Position Summary: Works both independently and with others to assist with the day-to-day human resource functions of the credit union. Assists with daily processes and special projects related to staffing, payroll, benefits, and training. Performs a range of administrative duties to help support the Human Resources department, ensuring respect and confidentiality, and complying with CCU policies and procedures.

Principal Duties and Responsibilities:

- Assists with the recruitment process, including posting job openings, screening applications, and scheduling interviews.
- Conducts reference checks for prospective hires.
- Supports onboarding and orientation programs for new hires.
- Maintains and updates employee records and HR databases.
- Completes various data entry and scanning projects to assist the department with appropriate record retention.
- Assists in organizing and preparing for employee training and development programs and events.
- Assists with CCU events and initiatives, which may include but are not limited to career fairs, school events, Back to School Bash, open houses, etc.
- Provides administrative support to the Human Resources team, including preparing documents and reports.
- Assist with Human Resources special projects and initiatives as needed.
- Performs other duties as assigned.

Additional Duties and Responsibilities:

- Commits to CCU's mission, vision, and core values and model of Service Excellence. Lives and displays these values in all aspects of work and personal life.
- Keeps current in field by reading published information and attending authorized seminars and conferences.
- Demonstrates accuracy and thoroughness and promotes this attribute to all employees.
- Gets involved in professional and/or community activities to contribute to local community/profession.
- Represents the department on committees that may be formed.
- Participates in regularly scheduled departmental meetings and coaching sessions.
- Other job-related duties may be necessary to carry out the responsibilities of this position.

Performance Expectations:

- Demonstrates accuracy and thoroughness and promotes this attribute to all employees.
- Performs all duties in compliance with CCU policies and procedures.
- Complies with Bank Secrecy Act requirements; always maintains the integrity of our confidentiality policy .
- Maintains a positive, professional appearance and attitude with members and co-workers.
- Develops and maintains positive working relationships with other employees; promotes teamwork concept.
- Maintains a neat workspace
- Is punctual and reliable.
- Asks for help when necessary.

Knowledge, Skills, and Abilities:

- Excellent communication, listening, and problem-solving skills.
- Strong organization skills.
- Ability to work well independently or with a team.
- Basic mathematical skills.
- Basic computer skills, including proficiency with Microsoft Office (Word, Excel, PowerPoint).
- Ability to operate general office equipment.
- Ability to handle confidential information with discretion.
- At least one year of post-secondary education and currently pursuing a degree in a related field.

Work Relationships and Scope: Reports directly to the Human Resources Manager. Works closely with other members of the Human Resources department. Due to the nature of the position, will work with all staff members at CCU on an occasional basis.

Working Conditions: Work is performed largely in a pleasant office environment with minimal chance for personal injury and moderate noise level. There may be occasions when the work environment is stressful. Work hours will normally be from Monday through Saturday and may change depending on our needs or due to special projects, deadlines, and other concerns. Occasional travel may be required. Reasonable accommodation may be made to enable employees with disabilities to perform the essential functions.

Acknowledgment: This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.