



CITY OF SCRANTON HUMAN RESOURCE INTERN

Internship Function:

The City of Scranton's Human Resource Department is currently seeking an intern to perform critical support functions to assist the Human Resource Director. The HR office would like to stream line the HR functions in the office and create a more efficient filing system and data base.

The City of Scranton has a lean management model. The Human Resource intern will have a range of responsibilities and will brief the Mayor and other leaders on a regular basis.

Essential functions include, but are not limited to:

- ✚ Assist with filing paper work and records
- ✚ Maintain updated status on employment records
- ✚ Help create an employee data base to help the office run more efficiently
- ✚ Coping/shredding
- ✚ Use Microsoft Office and other computer systems

Education/Experience:

Current enrollment or completions of undergraduate or graduate work from an accredited college or university with studies in a related field of study.

Hours:

The intern will work a schedule of 30 hours per week (hours are negotiable)

To apply to this position, please email your resume and cover letter to Human Resource Director Amber Viola at aviola@scrantonpa.gov