



JUST US 4 YOUTH
MENTOR | HEAL | DEVELOP

JOB DESCRIPTION – Human Resources Intern.

Job Summary: The Human Resources Intern will support daily HR functions and contribute to various administrative and operational tasks. This role offers an opportunity to gain hands-on experience in key HR areas, including recruiting, onboarding, compliance, and employee relations. The work provided is meant for educational purposes, not to replace an existing employee's work, nor will the hours be assigned in conflict with the intern's academic duties. Please note that completion of this internship does not provide entitlement to employment.

Duration and Location: The internship program shall last up to 12-weeks or as long as it imparts beneficial educational experience and training to the intern. The projected timeline is set to begin January 27th and end April 24th, 2025. The HR Intern will be expected to work 100% on-site based in Pomona, CA.

Compensation: This is a non-paid internship that will offer academic credit and field experience upon completion of the hours required by the University.

Hours: Interns will be expected to work a minimum of 10 hours per week and cannot exceed more than 20 hours per week.

Essential Duties & Responsibilities:

- Assist with tracking and maintaining records related to employee training, certifications, and compliance requirements.
- Support the recruitment process by helping to post job openings, review applications, and schedule interviews.
- Participate in new hire onboarding and orientation sessions to help ensure a positive and informative experience for new employees.
- Assist in gathering and preparing documents for background checks and eligibility verifications.
- Provide administrative support for HR programs, such as employee recognition initiatives, benefits administration, and leave tracking.
- Help respond to employee inquiries related to policies, benefits, and other HR topics, referring complex questions to the HR Manager as needed.
- Attend and observe employee meetings and discussions, such as performance reviews and

- disciplinary meetings, to learn best practices.
- Assist in maintaining compliance with employment laws and company policies by updating HR files and resources.
- Stay informed about HR trends and best practices.

Required Skills and Abilities:

- Strong verbal and written communication skills.
- Ability to handle sensitive information with integrity and confidentiality.
- Excellent organizational skills and attention to detail.
- Time management skills with an ability to meet deadlines.
- Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint).
- Eagerness to learn about HR processes, employment laws, and HR systems.

Education and Experience:

- Currently pursuing or recently completed a Bachelor's degree in Business Administration, Psychology, Social Work or a related field.
- Previous experience in an administrative role is a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.

How to Apply:

To apply, please email Jonathan Villaseñor via internsandvolunteers@ju4y.org a PDF of a cover letter and resume with the subject line "HR Internship Application" or fill out our Internship Form at <https://forms.gle/2dhJmi9RZiqqWwf9>.

Thank you!