

## Colorado Mountain College

### Position Description

Title: Human Resources (HR) Student Intern \*Maximum 28 hours per week  
FLSA Classification: Non-Exempt (hourly)  
Hiring Rate: \$19.30 per hour

#### Primary Responsibility

Under the direction of the Human Resources Manager, the Human Resources Student Intern is responsible for performing HR-related tasks. This position carries out a variety of duties in a human resources environment that include corresponding with applicants, coordinating trainings, as well as other human resources and payroll functions. This is a part-time CMC student position with a maximum of 28 hours per week.

#### Pre-requisites for Position (Qualifications Standards)

Education and Experience sufficient for the rigors of the position. Examples may include a High School/GED and three years related work experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

The selected candidate must be a Colorado Mountain College (CMC) student. Potential for qualified/approved CMC students to request an independent study for the BUS-4087 internship credits.

Special Skills or abilities directly applicable to the position: ability to read, write and speak English well; attention to detail and accuracy in work, ability to multitask and manage multiple projects simultaneously. Ability to prioritize, meet deadlines, and use judgement. Ability to use and adapt to current technology in the workplace; excellent written, verbal and interpersonal communication skills. Ability to maintain high standard of confidentiality, exercise humor, teamwork and fidelity in all aspects of work.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

#### Essential Duties

1. Assist applicants with general questions and document uploads; manages and responds to jobs email account.
2. Manages and responds to other general department email accounts such as new hire, fax, and others as assigned.

3. Attend department staff meetings.
4. Uses technology to post position ads in accordance with current practices including CMC web site, current software (Cornerstone), external advertising sites and local or other specific publications.
5. Processes new hire documentation according to department requirements and tracking needs with attention to accuracy and consideration of payroll timelines: utilization of new hire checklist, initiation of benefits, Etrieve file, master HR spreadsheet data entry, etc.
6. Data entry into the payroll system, create new positions, enter healthy lifestyles, leave etc.
7. Assists with initiating, monitoring and reviewing background checks. Provides motor vehicles records reports to Risk Management for tracking, consults with Risk Management on driving eligibility when records appear on report. Consult with senior members of HR team regarding criminal or moving violations for evaluation of eligibility for employment in position. Documents background checks results and communicates accordingly.
8. Coordinates and assists with Human Resources & Payroll other trainings and events such as health fairs, open enrollment, benefit information sessions, and other events.
9. Posts and maintains general HR content and announcements using current technology and College procedures (i.e. Basecamp).
10. Assists in coordination of annual service awards; audits reports and identifies recipients, serves as liaison with award vendors, participates in award item selections.
11. Conducts research and analyzes data for assigned projects.
12. May assist in writing position descriptions, benefits brochures, and/or employee handbooks.
13. May assist in coordinating new employee orientation, including scheduling, room reservations, communication, catering, technology set up, and participant details.
14. Provides general information, assistance and responsiveness to faculty and staff for general HR questions regarding procedures, policies, benefits, and other matters.
15. Special projects and other duties as assigned.

#### Supervision Received

This position works under the supervision of the Human Resources Manager.

#### Supervisory Responsibility

This position does not have any supervisory responsibility.

#### Special Conditions of Employment

Successful completion of a background check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. This position may require travel throughout the CMC service area, and occasional travel outside of the service area for professional development or other meeting requirements.

#### Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision

capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	(514000/70% 606000/30%) /80% - trainee/internship level w/cola
Date of review:	07/01/2023

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.