

JOB DESCRIPTION

POSITION: Internship

DIVISION: Human Resources, Administration

SALARY: \$16.48 hourly rate

POSTED: March 15, 2019

APPLICATION DEADLINE: 4:00p.m. March 28, 2019

FLSA: Non-Union

SUMMARY:

The Pittsburgh Water and Sewer Authority is seeking an Intern within the Human Resources Department. This position will report to the Manager of Human Resources. The Intern will coordinate job postings and interview appointments. This position will also support any other administrative duties assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- This individual works closely with the Human Resources Department and is responsible for maintaining applicant tracking, employment verification, and clerical maintenance.
- Forward job announcements to our Communications Department to post on our website.
- Review applications and resumes to begin screening process and schedule interview appointments.
- Secure meeting rooms and prepare interview packets for interviewers.
- Participate in administrative staff meetings and other meetings as required.
- Provide reporting assistance to HR Manager and other duties as assigned.

KNOWLEDGE/ABILITIES:

- Excellent administrative skills with knowledge of Microsoft Office.
- Effective organizational and interpersonal skills including written and verbal communication skills. Ability to maintain confidentiality
- Knowledge of general office procedures, practices, and equipment.
- Ability to establish and maintain accurate records and prepare reports/correspondence. Ability to communicate with employees.

GENERAL REQUIREMENTS: Must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License at the time of application or prior to appointment. A valid driver's license must be maintained throughout the internship.

EDUCATION/EXPERIENCE REQUIREMENTS: Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in Human Resources.

PHYSICAL DEMANDS/WORKING CONDITIONS: Some travel may be required.

APPLICATION:

Available in the Human Resources Department, 1200 Penn Avenue or online at www.pgh2o.com Please send the application, resume and cover letter to hr@pgh2o.com

You may be considered for other available positions based on qualifications provided on your employment application

An Equal Opportunity Employer

The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.