Student Intern – Human Resources

**Position type:** Hourly  
**Campus:** University of Massachusetts Donahue Institute (UMDI)  
**Department:** Central Administrative Services Unit (CASU)

**Primary Work Location:**  
100 Venture Way, 3rd Floor, Suite 9, Hadley, MA 01035

**Normal Work Schedule:**  
Position is hourly for the academic year, ranging from 10 - 20 hours per week (during standard work hours) based on CASU needs and student availability. Day-to-day schedules will vary depending upon the needs of the Central Administrative Services Unit (CASU).

**Job Summary:**  
The University of Massachusetts Donahue Institute’s (UMDI) Central Administrative Services Unit provides a wide variety of support services to the nine business units including accounting, human resources, IT, marketing, business development, and more. The Student Intern – HR will directly support the Fiscal Support Manager – HR and HR & Fiscal Support Specialist with various administrative tasks.

**Essential Functions:**  
The list of Student Intern - HR functions include, but are not limited to:  
- Run reports in the University’s HR Direct system  
- Maintain Excel and SmartSheet personnel databases  
- Provide transcription services for various meetings  
- Print and file personnel documents  
- Assist with various special projects

**Other Functions:**  
- Other duties as assigned.

**Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience):**  
- Demonstrated attention to detail and strong organizational skills required.  
- Ability to:  
  - effectively communicate in both verbal and written communications  
  - exhibit professionalism at all times  
  - exercise discretion and confidentiality when working with personnel information  
  - multi-task and work as a member of a team in a fast-paced work environment  
  - organize work priorities and work efficiently in relation to work quality and requested timelines  
  - work on site at 100 Venture Way in Hadley, MA and/or work remotely, including reliable access to high speed internet and a computer  
- Applicants must be at least a UMass Amherst junior with the desire to continue working through their senior year.  
- Ability to present documentation establishing authorization to work in the United States.
Preferred Qualifications (Knowledge, Skills, Abilities, Education, Experience):
• Academic major in human resources or a similar field.
• Eligible for work study.

Working Conditions:
• Environment is a busy, collegial office area resulting in multiple interruptions and requests for assistance.
• Some moving and transporting of supplies up to 20 pounds.
• The physical/mental demands and work environment factors described above are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Additional Details:
• This position is funded by grants and/or contracts, and is contingent upon funding.
• No relocation assistance provided.
• This is an hourly non-benefited position.
• Any job offer within the Amherst Campus is specifically conditioned upon the potential candidate consenting to and successfully completing a background review.
• Pay rate of $15.00/hour.
• To be considered for the position, please submit a cover letter, resume, fall course schedule (if available), and amount of Federal Work-Study award to Cassandra DaSilva at cadasilva@donahue.umass.edu by 5:00pm Friday, November 12, 2021.