

Paid part-time position NOW with the potential to be hired full-time after graduation!

Apply Now Paid Part-Time Position LifeView Group



HR/Employee Relations Intern

Spring 2025: 20 hours/week

Apply using the QR Code today for this hands-on work experience to support effective and efficient operations of the organization's Employee Relations department. Make recommendations for plan of action based on findings. Assist with research to support engagement or other projects. Create and consolidate analytics.

Seeking full-time UWF students, preferably a junior or senior pursuing a degree in Human Resource management or related field.

LifeView GROUP

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The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development.

Email: workforcedevelopment@uwf.edu



UWF Talent Catalyst
UNIVERSITY of WEST FLORIDA



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HR/Employee Relations Internship

Overview:

The Human Resources/Employee Relations Intern will perform administrative tasks and services to support effective and efficient operations of the organization's Employee Relations department. Make recommendations for a plan of action based on findings. Assist with research to support engagement or other projects. Create/consolidate analytics as needed for the business.

Requirements:

- Enrolled in an accredited college or university at a junior or senior level and pursuing a degree in Human Resource Management or related field.
- Possess a high degree of confidentiality and professionalism.
- Resourceful with the ability to learn quickly and follow directions.
- Strong written and verbal communication skills, with the ability to communicate professionally and tactfully with employees at all levels of the organization.
- Attention to detail and accuracy in the performance of duties.
- Ability and willingness to persevere through the application of effort over time to achieve defined goals.
- Motivated self-starter with ability to thrive in a virtual environment.
- Adaptable and willing to assist, and learn from, all areas of HR and Business Operations.
- Proficient with Microsoft Office Suite or related software.
- Must be able to pass organization screening requirements, including state or federal background screenings as appropriate.

Essential Duties:

- Perform administrative tasks and services to support effective and efficient operations of the organization's employee relations department.
- Research relevant laws, regulations, and best practices and application of that knowledge to applicable projects.
- Make recommendations for a plan of action based on findings.
- Assist with research to support engagement or other projects.
- Create/consolidate analytics as needed for the business.
- Deliver high-quality and timely Employee Relations assistance under minimal supervision, helping the department meet daily objectives.
- Maintain compliance with training requirements.
- Comply with LifeView Group's policies and procedures.
- Performs other duties as assigned to meet business needs.
- Model LifeView Group's Mission, Vision, and Values at all times.