

# United Way of San Antonio and Bexar County Summer Internship Description



United Way of San Antonio  
and Bexar County

<b>TITLE:</b>	Human Resources Intern		
<b>DEPARTMENT:</b>	Management and Administrative Services		
<b>IMMEDIATE SUPERVISOR:</b>	Director, Human Resources		
<b>MODALITY</b>	Onsite	<b>EXEMPTION/GRADE</b>	Non-Exempt / 12
<b>PAY</b>	\$15.00 to \$18.00 per hour	<b>HOURS</b>	25 - 30 hrs/wk

## WHAT WE DO

United Way of San Antonio and Bexar County unites the community to identify and solve our most critical issues. We are dedicated to improving people's lives and creating community-level change. Our work includes leading cross-sector collaborations, advocating for public policy changes and investing in programs that prevent problems from happening in the first place for those in need. Improving quality of life and advancing the greater good involves focusing in four impact areas: preparing children for kindergarten; empowering students to graduate and reach their full potential; helping individuals and families become self-sufficient; providing a safety net of services for those in crisis.

## THE INTERNSHIP

Support Human Resources (HR) by performing administrative functions that provide valuable support in carrying out of day-to-day HR activities for United Way of San Antonio and Bexar County (UWSA). Maintain the accuracy of employee files, organize and screen CVs and resumes, manage job ads, assist in the implementation of company policies and work on assigned HR-related projects.

## WHAT WILL YOU DO

- Manage project to move HR files and records from paper to electronic format.
- File documents and answers client and employee inquiries.
- Schedule interviews and confirm applicants' availability.
- Gather and organize job applications.
- Research and respond to employees/applicants.
- Assist in checking overall compliance with labor codes and applicable local and state laws.
- Participate and assist in UWSA social and networking events.
- Plan HR events
- Job shadowing
- Learn technical skills related to HR.
- Seek guidance as required.
- Perform all other duties assigned by the Director, Human Resources.

## WHAT WE ARE LOOKING FOR

- Strong Microsoft Office (Excel, Word, Outlook) proficiency required.
- Excellent written and verbal communication skills, typing proficiency.
- Organization, attention to detail and accuracy,
- Dependable, problem-solver.
- Customer service oriented. Self-motivated.
- Ethical behavior when dealing with sensitive financial and HR information. Must be able to take direction and work in a team atmosphere.
- Knowledge of U.S. Labor Laws preferred.
- 1-3 years' work experience in a team atmosphere, like those outlined above or equivalent HR/Business related course work.
- Currently attending a post-secondary program and working on a bachelor's degree with a concentration in Human Resources.
- Minimum GPA of 3.0

## WHAT IS IN IT FOR YOU

- Experience with one of the city's largest nonprofit organizations.
- Fall in love with the impact United Way has on thousands of individuals in our community.
- Gain knowledge and get hands-on experience in Human Resources.

## HOW TO APPLY

To submit your application visit <http://bit.ly/uwsajobs>.

- Applications WILL NOT be accepted via email.
- Contact [uwjobs@unitedwaysatx.org](mailto:uwjobs@unitedwaysatx.org) should you experience problems submitting your application.

*United Way of San Antonio and Bexar County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.*

*United Way of San Antonio and Bexar County is committed to the full inclusion of all qualified individuals. As part of this commitment, UWSA will ensure that persons with disabilities are provided reasonable accommodations if reasonable accommodation is needed to participate in the job application, interview process, or to perform essential job functions, and/or to receive other benefits and privileges of employment.*

## INTERNAL USE ONLY

EFFECTIVE DATE OF JOB GRADE: May 5, 2023

EFFECTIVE DATE THIS REVISION: May 5, 2023

United Way of San Antonio and Bexar County | 700 South Alamo St., San Antonio TX, 78205 | [www.unitedwaysatx.org](http://www.unitedwaysatx.org)