

GEMA/HS

Title: Human Resources Intern

Department: Administration and Finance

Summer Semester 2019

Work Schedule: Monday-Friday

Hours per week: 20 hours

Number of openings: 1

Compensation:

- Undergraduate Interns \$8.00/hour
- Graduate Interns \$10.00/hour

Location: Position is available in Atlanta at GEMA/HS - 935 E. United Ave. SE, Atlanta, GA 30316

Supervisor: Lauren Huff

The Georgia Emergency Management and Homeland Security Agency (GEMA/HS) is the lead state agency for coordination of emergency and disaster response activities.

Internship Description:

Our Internship Program plays an important role within GEMA/HS. The intern will be introduced to Human Resources in the Public Sector. It's a team-based environment that is both supportive and fun! The role will focus on general HR assistance in many areas such as: scheduling of candidate interviews and HR administrative duties. As well as learning and development in the area of Human Resources.

Key aspects of this internship include:

- Filing/Tracking of records
- General clerical duties
- Screen employment applications.
- Completing reference checks.

Educational Requirements:

- Must be a rising junior/senior enrolled full time for the upcoming semester in an accredited college or university in Business Management or Human Resources and on-track to graduate by May 2021
- Excellent working knowledge of Word, Excel and PowerPoint
- Excellent communication skills (verbal and written)
- Proactive, responsive team player who can thrive in a dynamic and changing environment
- Motivated self-starter who is results-driven

Position Specific Requirements:

- Ability to work hours outside of normal schedule in the event of disaster activation.
- Ability to travel periodically within the state for meetings.
- Strong capabilities with Word and Excel.
- Ability to act responsibly and professionally with various different agencies.

Desired Competencies:

- Demonstrated interest in a career in Public Service with an emphasis in Human Resources or a related field
- Good analytical / problem solving skills
- Excellent research skills
- Excellent verbal / written communication skills

This intern will have the opportunity to learn about the mission and scope of our state's emergency management agency, explore career options in the public sector, apply knowledge and skills gained in the classroom in a work environment, and begin to build a network of professional contacts in planning and emergency management.

To apply, submit resume and cover letter to Human Resources via email at: internship@gema.ga.gov