Job Title: Human Resources Intern  
Department: Human Resources – Main Office  
Reports To: Human Resources Director  
Prepared By: HR Director  
Prepared Date: 1-12-12  
Revised Date:  

SUMMARY  Unique People Services (UPS) is seeking unpaid human resources interns at our Main office in the Bronx for approximately 20 hours a week during the school year.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist with administrative support functions and audit preparation.
- Maintaining and filing personnel files for active and inactive employees, I-9, fingerprinting documents, etc.
- Photocopying, scanning, faxing and working on special projects.
- Setting orientation, interviews and fingerprinting appointments.

QUALIFICATIONS:

- Computer literacy in WordPerfect and Excel.
- Excellent verbal communication skills and good telephone etiquette.
- Ability to work with a diverse group.
- Desire to make an impact in the organization.

Please fax cover letter and resume to Attn: HR Department (718) 231-7720 or e-mail to:  
recruit@uniquepeopleservices.org