

Position Title: Human Resources Intern

Company Name: Taylor Electric Cooperative, Inc.

Location: 226 County Road, Merkel, TX 79536

Posted: April 12, 2019

Job Type: Full-Time

Application Deadline: May 12, 2019 11:59 pm

Position Summary

The overall objective of the HR Intern is to assist the Human Resource Manager (HRM) in handling administrative tasks, maintaining records and personnel files, preparing for recruitment needs, and planning employee focused events. Possessing strong organizational skills and efficient work habits are qualities sought in an HR Intern. In return, the HR Intern will receive hands-on exposure to the inner workings of a small human resources department within a mid to small sized company.

Education/Experience

- High School diploma or equivalent is required.
- Must be currently enrolled in college at the junior or senior level, seeking an undergraduate degree in Human Resources, Business Administration or a related field.

Certification/Requirements

- Must have a cumulative GPA of 3.0 or higher.
- Must possess a current Texas driver's license and maintain and insurable driving record.
- Completion or pursuit of a JPHR is preferred.

Please see full job description below for further details.

Taylor Electric is an equal opportunity employer and drug-free workplace that has been in existence since 1939. We serve the Big Country area from Sweetwater to Abilene with a strong business acumen toward our members. The Cooperative employs 82 full-time employees to which it provides a generous benefit package that is fully administered in-house.

How to Apply

Applicants may apply for this job by completing an application which can be located on our website or either office location and providing a resume, cover letter and unofficial transcript. Applications received after the deadline will not be considered unless further applications are required.

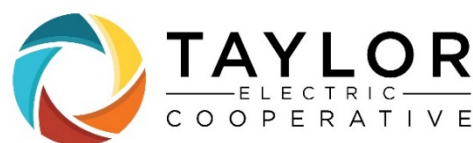
Inquires?

Contact Person: Jyl Schöen, HR Manager

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Website: www.taylorelectric.com

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JOB DESCRIPTIONS

Taylor Electric Cooperative, Inc.

Job Title: Human Resources Intern
FLSA Status: Non-Exempt
Job Codes: TEC: 11Z | NRECA: 31-2411

Department: Human Resources
Type: Part-time, Temporary
Date Revised: December 2018

1. Objective

- a. Assists Human Resources Manager with most functions of human resources including, but not limited to, benefits administration, performance evaluations, employee events, records retention, on/offboarding and budget planning.
- b. Will be required to complete one major project during internship
- c. Spring and Fall internship are intended to last one (1) semester; summer internships are intended to last from May through August.
- d. All above objectives are expected to be performed with the Cooperative's best interest in mind and in line with the Core Values.

2. Essential Job Functions

- a. Assists with the administration of all employee benefit programs such as retirement plans through plan audits, data entry and fielding general questions.
- b. Aids in the researches and development of the Employee Policy Manual (EPM).
- c. Reviews and proofs job descriptions as assigned.
- d. Routinely reports changes in industry trends and/or state and federal employment legislation. Will be required to research specific guidelines and regulations pertaining to employment law.
- e. Helps develop recruitment materials such as job postings and interview guides as well as reviews and sorts employment applications.
- f. Participates in onboarding new employees.
- g. Assists with the maintenance of permanent and electronic personnel records.
- h. Reviews and updates cooperative organization chart as needed.
- i. Assists in off-boarding efforts through exit interviews and record updates.
- j. Attends monthly employee meetings and other meetings that may be required from time to time.
- k. With approval from the HRM, creates content for and updates electronic employee bulletin board.
- l. Assists in preparation with the Annual Meeting (for internships in the month of April)
- m. In support of the "Enjoyment" core value, provides administrative support to the Employee Committee (EEC). Will be required to handle event planning projects as well as develop written documents for EEC meetings. May be required to develop communication pieces, record meeting minutes, research ideas for events, run errands, and other necessary tasks as assigned.

3. Reports to

- a. Human Resources Manager

4. Supervises

- a. This is not a supervisory position

5. Job Specifications

- a. Mathematical Skills – Must have the ability to work with general mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations and compensation analysis.
- b. Planning Skills – Must be able to plan and manage projects and workloads in an efficient manner.

(Essential Functions continued)

- c. Reasoning Ability – Some problems are complex and unstructured with loosely defined methods. Must have the ability to solve practical problems through analysis and development of workable solutions. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- d. Language Skills – Must have the ability to read, write and speak the English language.
- e. Communication Skills – Professional phone and email etiquette is required. Must have the ability to effectively present information and respond to questions from individuals and groups. Must have the ability to write in a professional manner using proper grammar, punctuation, etc. Public speaking is sometimes required by this position.
- f. Computer Skills – Most work takes place by use of a personal computer. Must be able to learn and utilize enterprise software and database reporting tools. Must be proficient in Microsoft Suite software including Outlook, Excel, PowerPoint and Word.
- g. Other Skills – Due to the nature of this position, one must possess the ability to deal effectively with people as well as good mediation, negotiation, and interpersonal skills. The type of information exchanged in this position can be highly confidential. Must be able to operate in a highly professional and confidential manner. The upmost diligence and strong ethics are required. Will be required to research employment law for guidance and resources as well as edit and develop employment policy.
- h. Personal Characteristics – Work requires independent thinking as well as collaboration. Must work well in a team environment with diverse groups of people. Maintaining high integrity is a must. “Customers” to the human resources department are the employees and some vendors. A service-oriented mindset with a courteous, customer-focused attitude is required.
- i. Physical Characteristics – Must be able to use hands, fingers and arms for grasping, reaching or holding. Must possess general dexterity to operate a personal computer, telephone and office equipment. Will be required to regularly sit and frequently stand and walk. Must be able hear and operate a telephone. Will be required to lift up to 15 pounds. Specific vision abilities include close and color vision with the ability to adjust focus.
- j. Working Conditions – Work mainly takes place in an office setting with a controlled environment. Position requires local, state-wide and national travel from time to time. Outdoor work and exposure to the elements is limited. Noise level is usually moderate.
- k. Working Hours – Will work a minimum of ten (10) hours to a maximum of twenty (20) hours per week between the hours of 7:30 am to 5:30 pm, Monday through Thursday.

6. Education and Experience

- a. High School diploma or equivalent is required.
- b. Must be currently enrolled in college at the junior or senior level, seeking an undergraduate degree in Human Resources, Business Administration or a related field.

7. Licenses and Certificates

- a. Must possess a current Texas driver’s license and have and maintain an insurable driving record.
- b. Completion or pursuit of a JPHR is preferred.

8. Remarks

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by the Chief Executive Officer.