

Human Resources Internship– (Part-Time)

Compass Workforce Solutions (CWS) is an award winning human resource consulting firm dedicated to providing the HR expertise and resources to meet the needs of small businesses in NYC, Long Island and NJ.

Compass Workforce Solutions is offering an opportunity for a Human Resources Intern.
We love going to work and so could you!

Interns will have the opportunity to work alongside and learn from Business Partners, Generalists and Coordinators. Interns will assist with: documentation of standard internal operating procedures and processes; preparing for and participating in HR audits; the administration of employee recordkeeping and recordkeeping systems; organizing and preparing for events, meetings or Continuing Professional Education (CPE) seminars; drafting and delivering employee notifications for new hires and terminations; compiling new hire kits; required workplace posters; benefits kits and other types of employee packages. Interns may also support CWS at business meetings and events. Interns will typically work 75% of the time in our Deer Park office at 13 B Lucon Drive, Deer Park, LI, NY and 25% of the time onsite with clients.

This position is Part-Time (16 - 32 hours a week). Interns must be willing to complete a 4 to 6 month internship. Interns will be considered for regular full-time and part-time opportunities after completion of their internship.

Qualified candidates will typically be a Senior in college pursuing a Bachelor's Degree in Human Resources, Psychology or related field or enrolled in a Master's Program; related work experience in an office setting or customer service position is preferred; possess strong communication skills; be detailed oriented; be proficient in the use of Microsoft Office Suite, Adobe Acrobat, Facebook, LinkedIn and other Social Media platforms.

Compensation & benefits: CWS provides paid internships, opportunities for professional development, statutory benefits and the ability to telecommute and work flexible hours.

To apply: Provide cover letter, hourly compensation requirements and resume to Careers@compasswfs.com. Please indicate HR Internship in the Subject line.

For additional information on CWS, visit our Web site at www.compasswfs.com

CWS is an Equal Employment Opportunity Employer. We encourage veterans, seasoned professionals, and those returning to the workforce from unemployment or planned breaks to apply.