

BUSINESS & HUMAN RESOURCE STUDENTS

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
COOPERATIVE PROGRAM
HUMAN RESOURCES DIVISION

LOOKING FOR A SUMMER INTERNSHIP?

Title: General HR Intern
Location: Bismarck
Salary: \$10 to \$12/hr
Hours: 40 hours during the summer, approximately 15-20 hours during the school year, will work around the student's schedule

DUTIES MAY INCLUDE:

- Prepare salary information for 2009 reports
- Reclassification and change of status requests
- Position Information Questionnaires (PIQs)
- Create and Post Job Announcements
- Assist with general human resources support, such as writing letters, memos, working with spreadsheets, and other projects.
- Organize wellness activities, such as scheduling, arranging for speaker, and other related tasks.

Deadline to Apply is: 5 p.m., April 17, 2008

Physical skills required for this internship include normal vision and physical mobility compatible with an office setting. This position requires excellent written & oral communication skills. Must be able to work with supervisor & follow instructions as needed. Equipment skills required are the ability to use a personal computer and be familiar with Microsoft Word & Outlook. Good working experience with PowerPoint & Excel is also required. The successful applicant will be subject to a criminal background search.

Please submit:

Application for Employment, State of ND, SFN 10950
Addendum to Application for Employment, SFN 18859.
Copy of college transcript (official not necessary)
Copy of current resume

Both application forms may be downloaded from the Internet at: <http://www.state.nd.us/hrms/jobs/jobvacindex.htm>

Send applications to:

Marie Nelson
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ND Dept. of Transportation
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Bismarck, ND 58505-0700
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Fax: (701) 328-1415
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