**Human Resources Intern**  
HCRManorCare Health Services  
Location: 885 MacBeth Drive Monroeville, PA 15146  

**Hours:** 5-10 hours/week with schedule flexibility depending on the student's school schedule.  

**Pay:** Unpaid, can be completed for credit with School's approval  

**Job Summary:** The student selected for this position will be exposed to all aspects of Human Resources in a health services facility environment.  

**Responsibilities:**  
- Support Talent Acquisition function including but not limited to, sending offer letters, New Hire Packets and Welcome Packets for new employees.  
- Assist with the on-boarding of facility staff, including but not limited to:  
  - Processing new hire paperwork  
  - Checking references  
  - Assisting with orientation  
- Reviews and processes all request for the following policies and procedures: Tuition Assistance and reimbursement.  
- Directs questions concerning Human Resources policies, procedures and practices to the appropriate HR Director.  
- Collects, reviews and summaries all departmental charges and processes payments as required.  
- Maintains departmental files.  
- Other administrative responsibilities as required.  

**Qualifications**  
- Students pursuing a BS/BA, MBA or MA in HR-related field preferred  
- Strong interest in Human Resources as a career  
- Ability to maintain confidentiality  
- Strong research skills  
- Comfortable with Microsoft Office applications  
- Excellent written and verbal communication skills  
- Self-starter, detail oriented, independent worker  
- Excellent organizational skills  
- Able to multi-task and handle a fast pace  

Students can apply by faxing a cover letter and resume to 412-380-1150 or via email 499hr@hcr-manorcare.com