Reed Smith LLP
Job Description
Global Customer Centre – Human Resources

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Human Resources Intern</th>
<th>FLSA Status:</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>$10.00 per hour</td>
<td>Date Written:</td>
<td>1/22/2010</td>
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<tr>
<td>Department:</td>
<td>Human Resources</td>
<td>Revision No.:</td>
<td></td>
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<tr>
<td>Reports To:</td>
<td>Senior Manager of Human Resources</td>
<td>Revision Date:</td>
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<tr>
<td>Schedule:</td>
<td>Flexible schedule – 15 to 20 hours per week during school semester. Possibility of continued part-time or full-time hours during school breaks.</td>
<td>Date Posted:</td>
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Firm Information
Reed Smith represents many of the world’s leading companies in complex litigation and other high-stakes disputes, cross-border and other strategic transactions, and crucial regulatory matters.

With lawyers from coast-to-coast in the United States, as well as in the United Kingdom, continental Europe, Asia and the Middle East, our firm is known for its experience across a broad array of industry sectors. We counsel 28 of the top 30 U.S. banks and 10 of the world’s 12 largest pharmaceutical companies. Our shipping practice has been designated among the most preeminent in the world, and our advertising law practice is regarded as among the legal industry’s finest.

Reed Smith has grown in large part because of its uncommon commitment to delivering high-quality service and developing long-term client relationships. Our approach to service begins by understanding our clients’ business goals. We then work to develop the resources necessary to help achieve them.

Though we work from multiple locations, our attorneys and staff are linked by more than technology. We are united by a culture that is defined by a firmwide commitment to professional development, teamwork, diversity, and pro bono and community support.

Position Summary
The Human Resources intern will be responsible for providing administrative and HR support within the Human Resources Department of the Global Customer Center. While administrative duties will be a main responsibility the position also offers the opportunity to work on research projects, firmwide initiatives and special projects related to Human Resources including learning about and working on recruitment and selection, performance management, compensation and HRIS.

If this internship is being completed for school credit, we will complete the necessary employer
requirements for student to receive credit.

**Essential Functions**

- Maintain personnel and I-9 files.
- Maintain applicant flow data.
- Complete data entry as assigned. All data entered into systems must be entered with a high level of accuracy.
- Assist HR Analyst with audits of HR data.
- Assist with scheduling interviews, completing pre-employment references and preparing decline letters. May also be requested to assist in the interviewing and selection process as appropriate and department workload allows.
- Complete job postings, internal and external.
- Conduct research as requested by other members of the department. This will include learning about legal issues impacting Human Resources and Firm policies.
- Coordinate off-site storage for HR related files.
- Act as Primary back-up to the HR Specialist. Interact professionally with staff and attorneys from all global offices. Answer/resolve basic employee questions/issues whenever possible. Direct more complicated issues to the appropriate member of the Human Resources staff.
- Support other members of the department by providing general administrative assistance such as copying, preparing correspondence, conducting research, scheduling appointments, filing, preparing mailings, etc.
- Other duties and special projects as assigned by department members

**Requirements**

**Education:** High School graduate with some college courses focused on Human Resources.

**Experience:** Some experience working in a general office environment preferred.

**Skills:** Strong computer skills including knowledge of Microsoft Word and Excel. Ability to prioritize workload and solve problems quickly. Must be able to assist individuals of various levels with needs and problems and react to difficult situations appropriately. Confidentiality and attention to detail are essential.

**Other**

**Supervisory Responsibilities:** None.

**Equipment to be Used:** Personal computer and other office equipment such as telephone, calculator, fax machine, copier, scanner, etc.
Typical Physical Demands: Manual dexterity sufficient to operate standard office equipment.

Typical Mental Demands: Able to deal with stress associated with fast-paced work environment. Multiple priorities/tasks. Make judgment decisions and adapt to changing work situations. Grasp and apply new ideas. Communicate with various personalities at all levels.

Working Conditions: Works in a typical office setting.

Please submit resume and salary requirement to:

Leslie Cunningham
Reed Smith LLP
20 Stanwix Street, Suite 1200
Pittsburgh, PA 15222
E-Mail: Jobs@reedsmith.com
Fax: 412.288.3063
~ no phone calls please ~

Reed Smith is an Equal Opportunity Employer