



## Kalamazoo Regional Educational Service Agency Internship Description

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**Job Title:** Human Resources Intern  
**Reports To:** Director of Human Resources and Communication  
**FLSA Status:** Non-exempt - unpaid internship  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 03/2015  
**Last Revised Date:** 03/2016

**Kalamazoo Regional Educational Service Agency**  
1819 East Milham Ave. | Portage, MI 49002

### Part Time or Full Time

**Summary:** The Kalamazoo Regional Educational Service Agency exists to transform lives by inspiring educational excellence. Kalamazoo RESA provides educational services and support for students, families, schools and community. The Human Resources department helps pursue the agency's mission by providing over 600 educators and employees with the resources and support to do their job well within a culture of excellence.

Under the direction of the Human Resources Generalist, the Human Resources Intern will grow in their knowledge of Human Resources by participating in hands on work within the HR department. By gaining experience in various programs, procedures, policies and initiatives in line with the agency's mission, the HR Intern will learn the skills of providing excellent service. Daily duties include tasks related to benefits, recruiting, onboarding, file management, employee relations and fostering an inclusive, diverse and innovative culture.

### Essential Duties and Responsibilities:

- Assist with ongoing benefits projects
- Assist with summer recruitment initiative
- Assist with the onboarding process
- Assist with posting KRESA job opportunities to an applicant tracking system, as well as college and other external websites
- Assist with preparation and generation of written employment contracts and job offers
- Assist with responding to employee inquiries regarding benefits, policies, procedures, and practices
- Assist with workers comp claims
- Assist in administering/reviewing leaves of absence according to policies and laws
- Maintain and update Human Resource Information System (MiSuite)
- Participate in staff meetings and attend other meetings as necessary
- Maintain personnel files with established guidelines
- Assists with receptionist duties for the front desk at the Service Center
- Assist with maintenance of Human Resources pages and handbook on the KRESA intranet
- Work on special, nonrecurring and ongoing projects
- Clerical duties to include creating and proofing correspondence and forms, typing, copying and filing, recording meeting minutes, answering phones and data entry, perform mailings, report generation, etc.
- Opportunity to attend monthly professional development presentations
- Opportunity to attend monthly inclusion and diversity meetings

**Essential Duties and Responsibilities (cont.):**

- Regular and consistent attendance
- Other duties as assigned

**Qualifications**

- Pursuing BS/BA preferably in the area of Human Resources
- A strong interest in Human Resources as a career and a basic knowledge of HR duties and responsibilities
- Prefer junior or senior, but will consider other class levels
- Excellent oral, written, computer and communication/presentation skills
- Prefer GPA of 3.0 or higher
- Ability to travel to schools and programs around Kalamazoo County as needed (travel expenses are compensated)
- Graphic design experience with Adobe Creative Suite preferred
- Experience with web content management systems preferred
- Experience working with and strong interest in nonprofits preferred

**Education and/or Experience:**

**Certificates, License, Registration:**

None noted

**Other Skills & Abilities:**

**Supervisory Responsibilities:**

This job has no supervisory responsibilities

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.