



LEHI CITY POSITION OPENING Human Resources Intern

POSITIONS AVAILABLE: 1

CLOSING DATE: September 24, 2014, 5:00 PM

COMPENSATION: \$11.00-\$13.00/hour, depending on qualifications

STATUS: Part-time, 10-15 hours/week, Monday – Thursday, between 7:00 AM-6:00 PM

DURATION: Approximately October 1, 2014 – May 31, 2015

DEPARTMENT: Human Resources Division, Administrative Services Department

JOB SUMMARY: Performs a variety of **general administrative and clerical, and analytical** duties related to organizing, coordinating, performing and monitoring citywide human resource programs and activities.

Projects and tasks may include, but not limited to, job classifications and market analyses, new HRIS software implementation, candidate recruitment and interviewing, E-Verify administration, background check policy research and formulation.

MINIMUM REQUIREMENTS: Bachelor's degree in related area of study AND one (1) year of experience related to the management of human resources, including but not limited to, recruitment and selection activities, benefit program administration and computer based records management; Applicants can substitute each one year of relevant experience for each one year of experience; all prospective employees will be required to pass a drug test and background check; need to be able to take direction and have a willing and able attitude; must have the ability to work well with others.

MINIMUM QUALIFICATIONS: Ability and willingness to learn all aspects of the City's human resource management programs; ability to communicate effectively, verbally and in writing; maintain quality work production; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

HOW TO APPLY: Each applicant is required to submit a Lehi City application, letter of interest, and resume to Lehi City Human Resources electronically to apply@lehi-ut.gov or to 153 N 100 E, Lehi, Utah 84043.

NOTE: Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.