



Human Resources Intern:

Are you a business or psychology major and are not sure what you want to do with your degree upon graduation? Do you enjoy working with all types of people and learning about how businesses work and how employees think? If so, human resources might be the career path for you!

EXOS' Human Resources team is located at our beautiful, state-of-the-art Phoenix, AZ facility and supports our entire company of almost 4,000 employees. As an intern in our department, you will have the opportunity to learn a variety of areas of human resources to learn what you like to do within the broad profession of HR.

Responsibilities:

- Assist with new hire onboarding and integration to team
- Creation and maintenance of team member personnel files
- Assist with compliance and benefits related communications to team members
- Special projects may include: Recruiting and Social Media, HR Policy Development, HR Process Improvement, and Talent Management
- Much more!

Qualifications:

- Junior, Senior, or Graduate level standing
- Attention to detail
- Excellent communication skills
- Ability to keep highly confidential information private
- Ability to work as a part of a team

- **Must receive school credit for duration of internship**

Contact: Emily Stanke, Talent Development Specialist (estanke@teamexos.com)