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## Human Resources Intern

**SPAULDING CLINICAL** aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

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Original Date: 29 Aug 2014

Revision Date: 16 Sept 2020

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### Job Summary:

As the Human Resources Intern for Spaulding Clinical, you will assist the HR Dept. and work to implement and coordinate company programs, policies and procedures covering multiple areas of Human Resources: employee hiring/selection, employee separation, administration of employee benefit programs, record keeping, and management reporting. You will serve as a resource for the HR Dept. as the organization grows, and will be provided with an opportunity to be involved in many aspects of the HR field, and to learn from the other HR staff.

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### Essential Duties and Responsibilities:

- Works along with HR personnel to reinforce Spaulding's culture by ensuring that HR practices are aligned with organizational objectives.
- Assists with recordkeeping: new hire orientation packets, separation paperwork, benefit enrollment packets, and personnel files.
- Will assist in the rollout of benefits, performance appraisals, and employee correspondence.
- Will assist with COVID contract tracing and testing
- Will assist with onsite communication regarding positive or possible positive cases in a timely manner.
- Notify HR Director of suspected or confirmed cases timely to ensure ESPL and EFMLA leave documents are created timely.

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

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### Skills/Qualifications

- Ability to read, write, and interpret the English language.
  - Ability to maintain confidentiality.
  - Ability to work effectively and independently in a fast-paced, deadline-driven environment that requires the management of multiple projects at one time.
  - Familiarity of employment and labor laws
  - Analytical skills, presentation skills, strong creative and conceptual thinking and problem-solving skills
  - Detail oriented, good organizational traits.
  - Must be self motivated, results oriented, multi-tasking, quick learner, respond to the urgent needs of the team and show a strong track record of meeting deadlines.
  - Good computer and skills; inclination to adopt technology to maximize efficiency. Microsoft office application knowledge a must.
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### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
  - Ability to lift and/or move up to 25 pounds.
  - Specific vision abilities required by this job include clarity of vision both near and far.
  - Ability to identify and distinguish colors.
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### **Hazards:**

- Potential for exposure to toxic or caustic chemicals
  - Potential for exposure to blood borne pathogens
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### **Education and Experience:**

- Currently enrolled in and working towards a degree in Human Resource Management.
  - Prior office/administration experience preferred.
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*Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.*

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This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may

## Job Description

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change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

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Employee Name (Printed)

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Date

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Employee Signature