

# Human Resource Internship

## College to County Intern 2023- Department of County Human Services

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**Pay Rate:** \$24 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2023 (12 weeks)

**Hours:** 30 - 40 hours a week

**Location:** Five Oak Building - 209 SW 4th Ave, Portland OR 97204

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### What is DCHS?

The Department of County Human Services, Human Resources Unit builds and supports a thriving workforce of over 784 employees. HR ensures DCHS achieves its goals through equitable recruitment, selection and retention of employees, and anticipating and planning for staffing needs. HR functions include outreach and recruiting, hiring and onboarding, maintaining records, workforce and succession planning, employee and labor relations, employee development and training, performance management and incorporating diversity, equity and inclusion strategies to recruit and retain a diverse workforce.

Link to the DCHS [Website](#)

### Internship Description:

This internship will assist the DCHS Human Resource Unit with a variety of projects related to updating current information on the internal website, developing tracking tools and other HR related tasks. This position will help develop and update tracking tools to support DCHS HR. Requirements for this position include the ability to gather information, work with DCHS HR Team, customers and systems to gather and compile, correct and current information; requires attention to detail, strong organizational and time management skills, and verbal and written communication skills.

### Duties of this Internship will include:

- Review and Update Multo internal website (Commons) for DCHS HR
- Verify data on website and/or existing tracking tools
- Compile, collect data to improve, update usage of systems and tracking tool

- Assist in reviewing the current tracking systems and website and make suggestions for improvement
- Assist in preparing spreadsheets, presentations, email communication and other written material.
- Prepare presentations using various software programs, in Google Suites and Google Slides
- Attend and participate in staff meetings and trainings/workshops
- Attend Department planning meetings relating to Training and work
- Assist with onsite projects such as auditing personnel files

### **Minimum Qualifications:**

- Coursework in Information Technology, Computer Science, Project Management, Software Development or organizational skills
- Technically proficient to work with DCHS tracking tools, locate data and update website
- Ability to review data and make recommendations based on that data for updates
- Ability to effectively communicate and develop effective working relationships with diverse work groups.
- Ability to communicate with customers via phone, email or in person to verify data
- Ability to follow directions and work independently
- Requires a moderate understanding of or ability to learn GSuite tools (Google Drive, Docs, Sheets, Meet, etc)
- Ability to prepare written materials using various software tools
- Must pass a criminal background check (This step happens after an offer is made)

### **Internship Outcomes:**

- Opportunity for career exploration and development of new skills
- Develop knowledge and understanding of resources and services in Multnomah County and Human Resources
- Gain exposure of a professional setting and team environment

**COVID-19 Vaccination Requirement:** To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exemption as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

**Veterans' Preference:**

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our veterans' preference website for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 2, 2023.