



Job Title: Human Resources Intern

Reports to: HR Director

FLSA STATUS: Non- Exempt, \$18.00/hour

Department: Human Resources

This internship offers a unique opportunity to gain hands-on experience in various HR functions, including recruitment, employee engagement, and administrative support. S/he will be familiarized with the type of hands-on support and partnership HR has within the business environment. Access Health CT is a company that is dedicated to creating opportunities for greater health and well-being for the residents of Connecticut. We are authentic and foster a team spirit. We are committed to doing the right thing with genuine intention by owning our successes and failures and striving for excellence.

This is a 30-40 hour per week hybrid internship role running from June 4, 2025 through August 13, 2025.

As a summer intern, you will be an integral part of a collaborative project that brings together diverse talents and perspectives. Throughout your internship, you will work alongside fellow interns and team members, participating in regular meetings to discuss progress and share ideas. You will also have the opportunity to present your project to the Senior Leadership Team at the end of the summer, showcasing your contributions and insights. Additionally, you will be paired with an internal mentor who will provide guidance and support throughout your internship, helping you develop valuable skills and gain meaningful experience in a professional setting.

What You Will Learn:

- The recruitment process, and posting job openings, screening resumes, and scheduling interviews (if there is an open position being recruited for).
- Onboarding process for new hires and creation of a new onboarding PowerPoint to welcome individual employees.
- Introduction to the function(s) of a Human Resource Information Systems (HRIS)
- Development and implementation of employee engagement initiatives and programs through our Social Engagement Sub-Committee of our Values Committee.
- Organize and participate in employee events, training sessions, and workshops.
- Research on HR best practices and assist in the development of HR policies and procedures.
- How to create HR related correspondence.
- How best to respond to employee inquiries regarding HR policies and procedures.

Qualifications:

- Must be actively enrolled in an undergraduate program at an accredited University, with a major in Business Management, HR, Social Sciences, Industrial Psychology, or other related manager at the Junior or Senior level, with current GPA of 3.0 or above.
- Has completed one or more organizational principles, management, or business operations courses which are all relevant to HR functions and/or Human Resources internships.

- Familiarity with the Affordable Care Act and the opportunities it presents for consumers in Connecticut is a plus, not required.
- A basic understanding of HR principles, U.S./CT labor laws, and HR processes is a plus
- Excellent written and verbal communication skills,
- Ability to maintain a professional demeanor no matter the situation
- Proficient in Microsoft Office applications
- Capacity to identify issues, analyze situations, and propose solution
- Ability to collaborate effectively with HR teams and other department
- Organized, with an ability to prioritize time-sensitive assignments.
- Strong ability to maintain confidentiality of employee information

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is a full-time hybrid role requiring two full days in-office (Tuesdays and Wednesdays). In office the noise level in the work environment is usually low. Can have fast-paced deadlines to meet. Requires no travel.