



Human Resources Job Description

Mayor's Summer Internship Program

Position Purpose:

Performs responsible professional work on behalf of the City of Framingham's Human Resources Department, including Benefits and Worker's Compensation. Researches attitudes regarding municipal work within the 16 to 25-year-old employee population at large and develops strategies for municipal employee "pipeline" development. Performs all other related work as required.

Essential Functions:

- Assist with research, planning, and implementation of strategic initiatives related to Human Resources, especially as it relates to the promotion of municipal career opportunities and the recruitment of future municipal workers.
- Support document management, including updating resources and maintaining files.
- Works in partnership with Human Resources on promoting jobs through various outlets including website, social media, newsletters, testimonials, and special events.
- Develop surveys to assess employee training needs, satisfaction with benefits, and overall engagement.
- Update and develop employee policies.
- Participate in all internship activities and events scheduled during normal business hours.
- Participate in the upkeep of electronic files.
- Performs similar or related work as required, directed or as situation dictates.

Education Training and Experience:

- Current student enrolled in an undergraduate or graduate program in good academic standing or recent graduate.

Knowledge, Ability, and Skill:

Knowledge of:

- Correct English usage, grammar, spelling, and vocabulary
- Computer applications, Microsoft applications, graphics, and multi-media presentation techniques
- Basic research methods.
- Social media applications: Facebook, Twitter

Ability to:

- Adapt quickly to changing priorities and deadlines
- Work independently
- Speak and write effectively
- Establish and maintain effective working relationships with staff, and community
- Research, write and edit publications, marketing materials and reports
- Communicate through various means, such as oral, written, visual, etc.
- Prioritize tasks and manage multiple short and long-term projects at one time

Skills:

- Excellent written and oral communication
- Strong interpersonal, public relations and organization
- Content management, graphic design, word processing and spreadsheet, database formatting and design.

Physical Requirements:

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs varied and responsible work requiring the exercise of independent judgment and initiative to complete tasks, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under the direction of the Director of Human Resources (or designee).

Supervision Given: None

Job Environment:

- Most work is performed in office conditions.
- Operates a computer, telephone, and other standard office equipment.
- Performance of duties requires regular contact with the City employees. May require contact with members of the community including residents, business owners, community organizations and local agencies.
- The employee has access to some confidential information.
- Errors in judgment could result in delay or loss of service, or adverse public relations.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide

excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer

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