

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE: **HR Intern**

DEPARTMENT/PROGRAM AREA: Administration

IMMEDIATE SUPERVISOR: HR/Payroll Manager

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

Outreach and recruiting to promote inclusion of students with disabilities.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. Must be at least 16 years of age
2. Excellent communication skills
3. Willing to work evenings and weekends
4. Ability to travel within the San Luis Valley

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Attend and participate in job fairs, community activities, and other recruitment-related activities.
2. Attend school district board meetings quarterly.
3. Represent and promote the SLV BOCES to potential applicants by providing information, responding to questions and collecting applicant information
4. Post job vacancy notices in various locations as determined by SLV BOCES Administration and/or the HR/Payroll Manager
5. Shadow the HR/Payroll Manager if needed and/or desired

IV. EVALUATION PROCEDURES: The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

V. COMPENSATION/TERMS OF EMPLOYMENT: Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date

The SLV-BOCES is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities which it operates.