



Internship Job Description for Upward Mobility Scholar Applicants

The Upward Mobility internship program provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.

Name of Hosting Organization:

Synergy Global Housing

Internship Role Title:

Human Resources

Number of roles available:

1

Available to College Students (2023/24 School Year). Select any that may apply):

Senior

Work Location & Office Covid Protocols is applicable (select any that may apply):

Flexible/hybrid- The role can be a combination of virtual and in person

Mission of Program:

The Upward Mobility Program provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.

Internship Work Address:

3000 Executive Parkway
San Ramon, California, 94583

If the applicant doesn't reside in the local area is your company willing to provide relocation assistance?

No relocation support provided

Hourly Wage Rate

\$20.00

Anticipated Start Date:

Monday, June 24, 2024

Anticipated End Date:

Wednesday, August 21, 2024

Total Number of Weeks for the internship:

10

Total Number of hours per week the intern is expected to work:

40

Workday starts at: (start time or flexible) 8:00

Workday ends at: (start time or flexible) 4:30

Hiring Manager's Name/Title: Sharon Mercado

Hiring Manager's Email: smercado@synergyhousing.com

Mentor's Name /Title: Sharon Mercado

Mentor's Email: smercado@synergyhousing.com

Host Organizations website:
<https://www.synergyhousing.com/>

Internship Summary:

Synergy's intern will perform administrative and clerical responsibilities in support of the Client Services Department. Opportunities to interact with other departments will also be available when assigned a project that warrants working with other teams.

Essential Responsibilities of this role:

(Employee may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

- Performs customer service functions by responding to employee requests and questions.
- Conducts New Hire registration.
- Coordinates new employee's on-boarding needs: desk, computer, business card, name plate, etc.
- Assists with benefit enrollments for new employees.
- Verifies I-9 documentation and processes E-verifications.
- Submits background checks for new employees.
- Inputs new employee data and changes into ADP. Sets-up and maintains personnel files.
- Audit personnel files periodically.
- Posts job openings.
- Schedules candidates for interviews.
- Prepares and distributes interview packets.
- Hosts interviews.
- Prepares offer letters for signature.
- Processes terminations.
- Assists employees with benefit problems.
- Coordinate the Introductory Review process.
- Provide administrative support during open enrollment and focal review as needed.

Skill Development Opportunities:

The diagram consists of six light blue rounded rectangular boxes arranged in three rows. The first row contains 'Communication Skills' and 'Problem Solving Skills'. The second row contains 'Interpersonal Skills', 'Teamwork', and 'Adaptability'. The third row contains 'Work Ethic'.

Knowledge and skills required for this role:

- Associate Degree in business or equivalent.
- 1+ years of experience as HR Assistant / Coordinator
- Creative problem solver with "do whatever it takes to get the job done" approach

- Knowledge HR best practices; ability to recognize/discern potential legal issues
- Ability to maintain the highly confidential nature of human resources work.
- Customer service/positive attitude/approachable
- Organized and detail-oriented
- Excellent written and verbal communication skills (ability to communicate with all levels of the organization)

What does success look like for the intern at the end of the summer?

We have the following goals that will be key to the success of the internship program as:

- Ensure that our intern will see the impact of their contributions on tasks / projects assigned – seeing the final output or deliverable.
- Learn and practice new skills.
- Build network and connections (within the company and within the industry).
- Receive and provide feedback from mentor, co-workers and manager.
- Ensure that they will have a meaningful internship experience.

Company Specific Training for Intern:

Our chosen intern will be provided with a comprehensive program that will cover all aspects of the business, company culture, industry knowledge and job specific training (soft and hard skills). Our training methodology will be a combination of instructor-led and technology-based training, on-the-job training, simulation exercises, coaching/mentoring, case studies and roleplaying.

Prepared by: Barbara Gonzales

Prepared by email: bgonzales@synergyhousing.com

Date: Thursday, December 21, 2023

Mentor's Name /Title: Sharon Mercado