



2020

Summer Internship Announcement Chesterfield County

Human Resource Management
P.O. Box 40
Chesterfield, VA 23832
804-748-1551
www.chesterfield.gov/internships

Department:	Human Resources
Program Dates:	May 18- July 24, 2020 20-22 hours per week \$12/hour (Undergraduate) \$14/hour (Graduate)
Who we are:	The Department of Human Resources administers comprehensive programs aiming to attract, motivate, and retain an efficient, diverse and productive work force. HR provides programs and services to a work force of approximately 3,500 full-time and 500 part-time employees, primarily responsible for providing government services to our citizens.
What you will learn:	Last year Human Resources worked with various county departments to update their job descriptions to include a statement related to why employees do their job. Employees perform better when they know not only what their job functions are, but also why they do their job. The goal for the summer intern will be to support the second phase of the Position Description Questionnaire project. They will assist in the development of a plan for ongoing maintenance and communication of the PDQ project.
The Chesterfield Experience:	As an intern in Chesterfield County, you will have an opportunity to meet with county leaders, collaborate with your peers, attend training seminars, and participate in team building exercises to complement what you will be learning in the professional work environment.
Minimum Qualifications:	Candidates must be enrolled as undergraduate or graduate students and have a minimum grade point average (GPA) of 2.8. The ideal candidate will have strong communication skills, both orally and in writing. Experience with Adobe Acrobat Pro, SharePoint, and Microsoft Office Suite preferred. Relevant majors include Human Resources, Business Management, Public Administration and Communications. Successful completion of a fingerprint-based criminal history check and pre-employment drug screen required. Must possess valid driver's license.

For consideration of this opportunity, candidates must complete the application requirements listed on our website at www.chesterfield.gov/internships by **February 21, 2020**.

Chesterfield County is an Equal Opportunity Employer
Committed to Workforce Diversity