City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

HR Information Systems (HRIS) Academic Credit Intern

Agency:	**Department of Human Resources (DHR)**
Date Opened:	**12/22/2017**
Filing Deadline:	**Continuous**
Salary:	**Academic Credit**
Employment Type:	**Internship**
Recruitment Specialist:	**Njukang (NJ) Asong**

Introduction

The HRIS Division/Center of Excellence administers and maintains the City's employee information database, tracking employee movement and changes through the employment lifecycle. The Division facilitates and maintains DHR's hardware and software, and provides vital Citywide HRIS information via standard reports including, but limited to, quarterly Agency Scorecards. This Division also provides Agency-specific ad hoc HRIS reporting, HR Systems training and subject matter expertise to the City of Baltimore University.

Location of Position

201 E Baltimore Street, Suite 350, Baltimore, MD 21202

Position Duties

The Intern's primary projects will include the following:
- Reviewing and recommend changes to the content of the DHR Internet Page.
- Reviewing and recommend changes to the content of the DHR Intranet Page.
- Updating all forms attached to each Division's Page.
- Updating content on each Division's Page.
- Formatting internet & intranet sites for consistency.
- Review update and create forms utilizing the WuFoo Software that align; and contemplate new and revised policies.

Knowledge Skills & Abilities

- Pursuing a degree in Information Technology, Computer Science or Engineering or related field from an accredited college or university.
- Familiarity with HTML or Drupal desired.
- Should have excellent written and verbal communication skills.
- Ability to problem solve and think critically.
- Self-motivated with the ability to follow directions and work both independently and within a group environment to accomplish tasks with accuracy and within tight deadlines.
- Intern must be responsible, prompt, and courteous; and have excellent attention to details.
- Proficiency in Microsoft Word and Excel.
- Creative and Flexible.
- Ability to work on multiple projects simultaneously and maintain confidential information

Drug & Alcohol Testing

Candidates selected for this internship will be required to submit to drug and alcohol testing.

Criminal Background Check

Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.

Eligibility

All ACIP, student applicants must:
- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and

interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

Selection Process

- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

CHECKLIST FOR APPLICATION

Applications MUST include:
- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore(500 words or less)
- ✓ First and second (if applicable) choice of desired Internship
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program
- ✓ Current résumé including email address, telephone numbers and educational/work experience
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing

Please note: *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):

Internship Program, Department of Human Resources
City of Baltimore
ATTN: Njukang (NJ) Asong
201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov

APPLICATION DEADLINES: *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*