

City of Baltimore  
Department of Human Resources  
201 E. Baltimore Street, Suite 120  
Baltimore, MD 21202  
[www.baltimorecity.gov](http://www.baltimorecity.gov)

Invites applications for the following position:

### **Shared Services Academic Credit Intern**

<b>Agency:</b>	<b>Department of Human Resources (DHR)</b>
<b>Date Opened:</b>	<b>12/22/2017</b>
<b>Filing Deadline:</b>	<b>Continuous</b>
<b>Salary:</b>	<b>Academic Credit</b>
<b>Employment Type:</b>	<b>Internship</b>
<b>Recruitment Specialist:</b>	<b>Njukang (NJ) Asong</b>
<b>Introduction</b>	
<p>The Department of Human Resources is responsible for attracting, developing, and retaining a diverse and quality workforce for the City of Baltimore. Shared Services, a Division of the Baltimore City Department of Human Resources (DHR), provides expert human resource consultative services to Partner Agencies city-wide via a team of highly skilled HR Business Partners. HR Business Partners promote HR best practices, establish contemporary /progressive HR infrastructure, ensure continuity in HR operations, and drive optimal HR Service delivery across the City of Baltimore in collaboration with the specialized Divisions of DHR, referred to as Centers of Excellence.</p>	
<b>Location of Position</b>	
<b>201 E Baltimore St, Baltimore, MD 21202</b>	
<b>Position Duties</b>	
<p><b>This internship is designed to be a hands-on learning opportunity with exposure to the multiple HR disciplines including, but not limited to: Compensation &amp; Classification (Position Reclassification, Position Descriptions, Salary Adjustment and Department Reorganization); Employee/Labor Relations (Performance Management, Coaching, Discipline, Retention, Accommodation and Leave Administration); Investigations; HRIS; and Talent Acquisition/Recruitment (Job Requisitions, Interviewing, and Onboarding).</b></p>	
<p><b>A Shared Services Internship may include the following duties:</b></p> <ul style="list-style-type: none"><li>• <b>Pre-employment screening</b></li><li>• <b>Reference Checks</b></li><li>• <b>Position Description development</b></li><li>• <b>Classification and compensation projects</b></li><li>• <b>Correspondence, spreadsheet and report preparation</b></li><li>• <b>Investigation support</b></li><li>• <b>Special projects, events, and newsletter</b></li><li>• <b>Other duties as required</b></li></ul>	
<b>Preferred Qualifications</b>	
<ul style="list-style-type: none"><li>• <b>Knowledge of basic human resource administration principles.</b></li><li>• <b>Ability to communicate effectively, and present ideas and recommendations clearly and effectively, both orally and in writing.</b></li><li>• <b>Intern must be 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.</b></li><li>• <b>Responsible, prompt, courteous; and have excellent attention to details</b></li><li>• <b>Computer literate and familiarity with word processing, spreadsheet, database applications and the Internet (i.e. Word, PowerPoint, Access, etc.)</b></li></ul>	

- Ability to work as a member of a team to assure project completion.
- Ability to organize work in order to meet established deadlines.
- Ability to prioritize and handle multiple tasks.

#### 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 will be required to successfully complete a criminal background check.

#### Eligibility Requirements

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 an 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](http://www.baltimorecity.gov)**

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