

DENVER, CO - EPA Region 8 Human Resources Intern (CLOSING DATE: 04/09/2018)

Position Title: Human Resources Intern

Background: The EPA Region 8 Human Resources Program is responsible (among other things) for providing region-wide training and development opportunities and programs. We use a mixture of outside vendors and internal resources to meet the training needs of our Region. We will need support in both supporting our internal programs and in identifying and working with external vendors.

Position Description:

As an intern at EPA, Region 8, you will be working in a small HR office with highly experienced staff. There is some flexibility to tailor the assignment(s) to the interests of the intern.

Specific duties may include, but are not limited, to the following:

- Supporting efforts to better meet training needs of newer employees and leadership development training.
- Enhancing our supervisory training
- Analyzing our training needs assessment and identifying training resources to meet identified needs.; and
- Other duties as needed.

Desired Skills:

- Excellent written and verbal communication
- Microsoft Excel and Word proficiency
- Ability to work independently
- Comfort with taking the lead in working with key stakeholders to ensure projects stay on track

Knowledge/Experience (optional, but a bonus):

- Demonstrated interest in and knowledge of Human Resources in general and training and employee development in particular
- PowerPoint Skills
- Basic understanding of theories of leadership and leadership development practices
- Experience delivering training

Timeline:

A HR internship is estimated to last no more than four months.

Desired hours per week: 20 – 40

(preference will be given to qualified candidates available to work more hours per week).

Desired start date: Flexible

APPLICATION REQUIREMENTS: Supply transcripts, resume and cover letter (*indicating the positions or positions you are interested in, your available start date, and approximate hours/weeks you could work*) to R8EPAintern@epa.gov with the subject line: Student Volunteer Internship Program.

For More Information: Josh Fowler, 303-312-6348 or fowler.joshua@epa.gov

Contact: Elaine Robles, Human Resources, 303.312.6194 or robles.elaine@epa.gov