



# Human Resources Internship

Rappahannock Electric Cooperative is one of Virginia's largest distribution cooperatives, providing electric service to over 140,000 members across 22 counties in Virginia. REC's Human Resources Department is seeking a Human Resources intern to support Cooperative HR practices and workforce development.

## About this Role

This position is available for current undergraduate juniors and seniors and graduate students with experience and interest in human resources. Candidates must be current student with good academic standing (3.0 GPA and above).

The Internship will begin June 15, 2023, and conclude August 15, 2023, with a minimum of 15 hours – 25 hours weekly. \$20/hr.

## Job Responsibilities:

- Conduct research
- Assist team members with various projects
- Provide administrative support on human resources related tasks
- Support general HR administration
- Work with a vendor to develop and implement a wellness program
- Print and file online applications/resumes for jobs
- Research trends and best practices in workforce development
- Enhance current InternConnect (Internship Program) with ideas and activities

## Requirements:

- Undergraduate or graduate student studying business, human resources, or organizational development
- Demonstrated communication (written and verbal) and creative skills (educational examples accepted)
- Ability to work well on a team and under the direction of others
- Must possess basic computer skills, to include a working knowledge of Microsoft Office products
- Must possess knowledge of research skills

## Working Environment:

- Work is performed in a virtual environment with on-site working days. REC allows a hybrid work schedule.

**If you are interested in this opportunity, please submit your resume and transcript to [rechr@myrec.coop](mailto:rechr@myrec.coop). Position open until filled.**