



Graduate Programs in Human Resource Development

## Job & Internship Opportunities Newsletter

April & May 2016

### Job Opportunities

1. **Human Resources Associate/Generalist:** ZS Associates (Philadelphia, PA)
  - Work closely with North America East region generalist with day-to-day HR support
  - Manage HRIS systems
  - Advise employees on various HR related matters, etc.
  - BS in HR, I/O Psychology, or related field
  - Up to 4 years of HR experience
  - [Contact Ashley Wayne](#) if interested. [For more information & to apply online, click here.](#)
  
2. **Human Resources Manager:** Living Branches (Souderton, PA)
  - Lead HR professionals with a special focus on Living Branches' Souderton Mennonite Homes and Dock Meadows campuses
  - Administrative oversight of benefits, recruitment, onboarding, HRIS metrics & reporting
  - Eight years in progressive HR generalist roles; minimum of 3 years in a management position
  - Bachelor's in HR; SPHR or related certification
  - [For more information & to apply, click here](#)
  
3. **Human Resources Associate:** PROXUS (Fort Washington, PA)
  - Provides shared service, outsourced and project-based HR support to client businesses through hands-on administration of the HR function
  - Acting as point person for benefits, payroll, and HRIS transactions, etc.
  - Bachelor's Degree; 1+ years of HR or corporate/professional experience
  - [For more information & to apply online, click here](#)
  
4. **Human Resources Coordinator:** University of the Arts (Philadelphia, PA)
  - Responsible for administrative and technical support to the HR department
  - Scans and accurately links documents into OnBase Document Management System
  - Posts positions for faculty & staff; maintains campus job boards; job content questionnaires, etc.
  - Creates & maintains university portal; maintains personnel files and ensures compliance
  - Oversees & files worker's compensation claims; maintains OSHA report; etc.
  - Bachelor's Degree in HR or related field; entry level position
  - To apply, submit letter of application/cover letter & resume to [jobs@uarts.edu](mailto:jobs@uarts.edu); please ensure the job title is in the subject line
  
5. **Human Resources Advisor:** Lourdes Health System (Camden, NJ)
  - Primary interface between HR and operational/staff units; collaborates with associates, supervisors, and leaders across the full spectrum of HR issues of employee relations and recruitment,
  - Collaborates with leaders on workforce planning
  - Formulates/develops/revises HR policies, etc.
  - BA required/Master's Degree preferred; 2-4 years in an HR Business Partner role
  - Healthcare experience preferred; PHR preferred
  - Contact [Dana Furman](#), Colleague Relations Manager, if interested

## Internship Opportunities

1. **Compensation Intern:** Bentley Systems (Exton, PA)
  - Support HR Director of Global Compensation
  - Create salary structure; job analysis; FLSA status determination; compensation benchmarking; etc.
  - Studying and/or experience in HRD (including compensation, HRIS, or finance)
  - [For more information & to apply online, click here](#)
2. **Global HR Intern:** CPI Crane Payment Innovations (Phoenixville, PA)
  - Manage a variety of initiatives and projects
  - Revamp employee communications site
  - Establish job description library, etc.
  - Prior internship or work experience in HR
  - Enrolled in undergraduate program with emphasis in HR; 3.0 or above
  - Contact [Lynnette Goldich](#), HR Leader, if interested
3. **HR Intern:** AUS Inc. (Horsham/Glen Mills, PA)
  - Paid internship, \$12-15/hour; approximately 20-25 hours per week
  - To work on special projects from researching best practices to training; implementation of initiatives, formatting and content development for a newsletter
  - Standardize FML procedures
  - Develop training for call center supervisors on various HR subjects
  - Analyze turnover in call centers, etc.
  - Preferred qualifications: Current Masters in HR student; some HR experience
  - Contact [Maureen O'Neill](#) and reference "HR Intern Position" in the subject line; or call 484-840-4346
4. **Summer Intern:** CSL Behring (King of Prussia, PA)
  - Valuable part of the Global Human Resources Team
  - Acting as an HR/Training Coordinator
  - Assist with various HR functions including training, talent development, change management, HR operations, and talent acquisition
  - Must be currently enrolled in an MBA or Masters in HR program
  - Contact [Jodi Gallagher](#) if interested

## Fellowship Opportunity

- ◆ **Susan R. Meisinger Fellowship for Graduate Study in HR**
  - ◆ Supports Master's Degree students who are either members of SHRM or certified HR professionals
  - ◆ One winner selected annually for a fellowship up to \$10,000
  - ◆ Each fellowship is renewable for one additional year for a total of two years of graduate study and up to \$20,000 total for the fellowship
  - ◆ [Click here to view instructions for applying for this fellowship](#)
  - ◆ Applications due by August 15, 2016
  - ◆ Questions should be directed to [Elissa Soares](#), Foundation Administrator

## Networking & Learning Opportunities

### ◆ CCHRA June Breakfast Meeting

- ◆ **Topic:** “10 Promising Ways to Help Close the Gender Pay Gap” with Jonathan Segal, Esquire
- ◆ **Where:** Whitford Country Club—600 Whitford Hills Road, Exton, PA 19341
- ◆ **When:** June 3, 2016 from 7:30-9:30am
- ◆ [For more information and to register online, click here](#)