Human Resources Intern – Boston, MA (JVA#6822)

The MWRA Human Resources Department has an opening for a summer internship and the job duties include:
- Assists department staff with special projects.
- Provides administrative support to department staff.

Qualifications:
- The preferred candidate should be enrolled in a college degree program in personnel, business administration, computer science or related field.
- Proficiency with Windows, Microsoft Access, Word, Excel, Power Point and Project.
- Good written and oral communication skills.

Essential Duties and Responsibilities:
- Assists department staff in auditing required licenses of employees/positions.
- Assists in the implementation of a new applicant tracking computer system.
- Assists in sorting and filing external applications by job category.
- Researches employee benefits/discount programs.
- Assists in auditing employee data.
- Assists in the preparation of training materials.

Other Information:
- Work Location: MWRA - Boston, MA 100 First Avenue, Charlestown Navy Yard.
- Compensation: $12.00 - $14.65 per hour based on education level.
- Work Schedule: Monday – Friday 8:30 AM to 5:00 PM.
- Internship duration: May – August.

How to Apply:

Applications are available online at [www.mwra.com](http://www.mwra.com) or from the Human Resources Department. Please submit a completed application along with a cover letter and resume to:

Andrea Murphy, Employment Manager
Andrea.murphy@mwra.com
Massachusetts Water Resources Authority
100 First Avenue
Boston, MA 02129

Massachusetts Water Resources Authority (MWRA) is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, national or ethnic origin, age, religion, disability, sex or gender, sexual orientation, gender identity or expression, genetics, or veteran status.