How would you like to get paid, gain office experience, and possibly earn college credit?

You can do so by providing general Human Resources support to a nine person HR department, while working a flexible 10-20 hours per week (Monday-Friday) and earning $15.00

Mathematica Policy Research, Inc. is a nationally recognized firm that conducts domestic social policy research on health care, welfare, education, labor, and other related topics. We are currently seeking a Human Resources Intern to work in our Cambridge office. This is a paid position and an excellent opportunity to work in a supportive, professional environment while learning general business and HR skills that will be useful in your career. You will gain exposure to many HR functions, including: the recruitment process, benefits administration, Affirmative Action/Equal Employment Opportunity issues, and more. The position is available Immediately and will last for approximately 3 months-possibly longer. Ask your advisor for details about earning college credit for this position.

Responsibilities Include:

♦ Assisting in Sourcing candidates. ♦ Interviewing Candidates
♦ Telephone Interviews ♦ Completing Reference Checks
♦ Scheduling Candidate Interviews ♦ Utilizing Applicant Tracking System-Peoplefluent
♦ Posting on job boards ♦ General clerical HR tasks (filing, copying, faxing)

Qualifications for the Position

♦ Junior Psychology or Business major ♦ Good organizational skills
♦ Strong interest in Human Resources ♦ Office experience a plus, but not required
♦ Experience in Word and Excel

To apply, please send your cover letter, resume by email to slee@mathematica-mpr.com

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