

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

Qualifications for the Position

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

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

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