



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: <i>Management Intern</i>	Last Revised/Approved: <i>08/17/2017</i>
Job Code:	Reports To: <i>Chief Human Resources Officer</i>
Office: <i>Office of Human Resources</i>	Department: <i>Human Resources</i>

Compensation Information

Pay Grade: <i>N/A</i>	Pay Range:
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>
	Probation: <i>1 - year</i>

Position Summary/Purpose:

Assists with working on special projects for the Milwaukee Public Schools (MPS) Office of Human Resources. Responds to questions from employees and job applicants.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

- Conducts research and special projects for the Milwaukee Public Schools (MPS) Office of Human Resources. Presents information to appropriate staff members, identifies critical findings and responds to questions.
- Serves as the contact for the administrative employee performance review tracking system.
- Conducts research in response to inquiries received and resolves problems. Gathers and analyzes information and communicates findings to department and to stakeholders.
- Works collaboratively with various district offices on the implementation of joint ventures or proposals.
- Assists with researching and updating technology.
- Conducts various HR-related studies on an as-needed basis.
- Monitors compliance with Human Resources and Board policies, develops reports of findings and recommends methods for improvement.
- Distributes and publishes information on the MPS portal, in MPS news releases or in letters to MPS stakeholders and the public.

- Works collaboratively with various units within Human Resources and with district offices as necessary.
- Supports the front-desk and provides customer service.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- A recent college graduate with at least a bachelor's degree in from an accredited college or university (Human Resources or Administration).
- Driver's License (must have personal transportation available)

Experience Requirements:

- Previous experience working in a large, multi-level company is desired.

Knowledge, Skills and Abilities:

- Effective oral and written communication skills and outstanding analytical skills are essential.
- Effective research skills including the ability to analyze complex issues and present findings.
- Must be proficient in MS Office and have knowledge of various databases.
- Must be able to work effectively under time constraints.
- Must be able to handle multiple projects and see them through to completion.
- Must be able to work with a diverse population of customers.
- Ability to work cooperatively as well as independently is necessary.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- May be required to travel around the city of Milwaukee

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.

DRAFT