



## HUMAN RESOURCES INTERNSHIP

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

The **Human Resources Department** is seeking interns to join this fast-paced work environment and assist with all aspects of Human Resources for the Museum of The City of New York. In this position the interns will get a hands-on opportunity to further develop their skills and gain knowledge necessary for a successful career in Human Resources.

## MAJOR RESPONSIBILITIES

The Human Resources interns will assist the Human Resources Manager with a wide variety of projects and administrative support.

- Coordinating Transit & Payroll distribution
- Confirming the accuracy of all documentation that comes into the HR Manager for approval including the organizations of Biweekly Timesheets
- Assist hiring managers with recruitment; phone screens, reference checks, background checks and scheduling interviews
- Assist with the onboarding process – setting up files, new hire and internship packages
- Research and report findings to HR Manager as needed
- Audit & Compliance projects
- Provide general HR administrative support
- Project support as needed

## **Qualifications:**

- Availability at least 3 - 4 days per week
- Strong interest in Human Resources, Finance and/or Administration
- Computer proficiency including Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) & Paychex (or a comparable Payroll/HRIS system) preferred
- Prior internship or office experience preferred
- Has organizational skills, keen eye for attention to detail and can handle multiple tasks in a fast-paced environment
- Has strong verbal communication, interpersonal skills, self-motivated, strong work ethic and sense of confidentiality
- At least a High School Graduate or Enrolled in a 4 year college with a focus in administration, business and/or Human Resources



## INTERNSHIP DETAILS

- Hours during the week are flexible
- This is an unpaid internship, however, college credit may be offered depending on the intern's school requirements

Please send resume with cover letter to the Museum of the City of New York, Attention: Human Resources Department via email to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **HUMAN RESOURCES INTERNSHIP** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*