


Position Description

MVEC

MINNESOTA VALLEY ELECTRIC COOPERATIVE

A Touchstone Energy® Cooperative 

Human Resource Internship

MVEC seeks a Human Resource Intern to partner with Human Resource staff and other Team Members on projects for the Summer of 2023.

The successful candidate will be enrolled full-time in a university or college studying Human Resource Management and will be in their junior or senior year of schooling.

Job responsibilities:

- Job Description updates. Ensure all job descriptions are up-to-date. Partner with Safety Intern to ensure physical demands are accurate.
- Work in conjunction with Safety Intern to update the safety section of New Team Member Onboarding.
- Partner with Operations on Dispatch Center project.
- Assist Talent Specialist in an overall update to New Team Member Onboarding program.
- Ensure personal files are uploaded within HRIS.
- Assistant HR Generalist in Wellness initiative.
- Assist in reviewing and developing policies, procedures, and programs.
- Assist Talent Specialist in recruitment and onboarding of New Team Members.

Intern skills:

- Confidentiality
- Project Management
- Working knowledge of Microsoft Office
- Ability to work independently

Hours: Monday through Friday 8am – 4:30pm

Start/End Dates: Mid-May through Mid-August

Work Setting: In person. Office located in Jordan, MN

Reports To: Director, Human Resources

Compensation: Paid Internship

MVEC interns will collaborate on a shared team project. 10% of your time will be dedicated to this task. 90% of your time will be dedicated to specific job functions as outlined above.

To apply, please send resume to jobs@mvec.net **Preference to those that apply by Sunday, March 5th, 2023.**

Equal Opportunity Employer

Our Mission: To create exceptional member experiences, while safely providing reliable energy at cost.

Minnesota Valley Electric Cooperative is an equal opportunity provider and employer