


Position Description



MINNESOTA VALLEY ELECTRIC COOPERATIVE

A Touchstone Energy® Cooperative 

Human Resources Internship

MVEC seeks a Human Resource Intern to partner with Human Resource staff and other Team Members on projects for the Summer of 2024.

The successful candidate will be currently enrolled in an undergraduate program at a university or college working towards a degree in Human Resources or related field.

Job responsibilities:

- Electronic files management, access rights, and procedure creation.
- Assist in reviewing, editing, and researching best practices/legal compliance for Team Member Policies and Procedures.
- Assist in Total Rewards projects and tasks.
- Partner with HR Generalist in designing and implement a wellness program.
- Assist with recruiting efforts.
- Partner with Talent Specialist in Team Member development/succession planning project.
- Assist with HR Software implementation.
- Assist in SharePoint HR page creation and maintenance.
- Ad-hoc tasks for unforeseen circumstances.

Essential Qualifications and 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: VP of 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 by **4:00 p.m. on Friday, March 1, 2024.**

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