Internal Operations
Human Resources Intern
Fall 2019 Application

The Data Science Student Teams support the crucial functions of the Division of Data Sciences. The Internal Operations Team specifically works on a variety of things such as developing the branding and marketing platform of the organization, managing the initiatives that draw all of our student programs together, and creating and maintaining a sense of data science community amongst the broader campus community. The Human Resources Intern will work in the Internal Operations Team by:

- Leading recruitment efforts for student teams and conducting interviews
- Creating and conducting training sessions and orientations for student teams
- Documenting recruitment and interview best practices and processes
- Streamlining student hiring paperwork and processes
- Conducting regular check-ins with student team members and student staff
- Supporting Division staff and staff programs, projects, and events

Position Details
- This position is paid.
- Minimum 8 hours weekly commitment, flexible for 15 hours weekly if necessary.

Qualifications
Here are a few of the qualifications that we are looking for in an ideal candidate:

- Able to work collaboratively and also independently
- Ability to maintain confidentiality, discretion, and objectivity in all matters
- Ability to relate effectively with groups and individuals from diverse backgrounds
- Effective in managing and organizing processes; prior experience in HR/recruiting
- Excellent interpersonal and communication skills
- Ability to handle a flexible schedule as much of the workload can fluctuate week to week
- **Bonus:** Prior experience as a student team member within the Division of Data Sciences with knowledge of the student teams structure.

Apply [here](#). If you have any questions about the application, please email [ds-teams@berkeley.edu](mailto:ds-teams@berkeley.edu).