

HUMAN RESOURCES INTERN

Company: Federated IT
Location: Tyson's Corner, VA
Area of Focus: Human Resources

Industry:
Information Technology

Dress Code:
Business casual. If desired, you will be issued shirt with corporate logo.

Description:
Federated IT is a service-disabled, veteran-owned, 100% Native American Owned, HUB Zone and 8(a) certified small disadvantaged business that specializes in designing, building, integrating, securing and sustaining information technology networks for Commercial Industry, Federal and State Governments, the Department of Defense and the Intelligence Community. We use our extensive enterprise experience and technical acumen to provide the right IT services for our clients and we possess a Top Secret facilities clearance that allows us to place cleared professionals in restricted facilities around the world. Our work is focused in two main areas, information technologies (IT) and information assurance (IA).

The Human Resources intern would assist the Associate Director in a wide variety of tasks. Human Resources responsibilities may include responding to inquiries and requests for information from employees, applicants, and external organizations; posting jobs; screening resumes; attending meetings and interviews; and performing various administrative duties, as needed. In addition, the intern would be expected to help with payroll runs and all benefit administration including: health insurance, life insurance, and 401(k). The intern would also lead our training program to help employees get new technical certifications in order to stay contract compliant.

This is a terrific opportunity to learn the ins and outs of a small company human resources' division, meet IT engineers who are serving our national security. Every day will be different. This is a hands-on internship, you will be expected to conduct independent research, as well as actively participate in the daily tasks of the company.

Requirements:

- Excellent interpersonal, verbal and written communication skills
- Knowledge of the Internet and proficiency in Word and Excel
- An independent go-getter and quick learner who is creative, detail-oriented, very organized, and an enthusiastic team player
- A good fit for our young, energetic, fast-moving company
- Bring your own laptop

Additional Qualification:

- Must be a full-time/part time undergraduate student

Schedule:

- Flexible schedule. Looking for a 12-20 hours a week commitment.

How to Apply

Applications must include:

- Cover Letter
- Resume

This is a paid internship.

Please email your application to Katie McFadden at kmcfadden@FederatedIT.com or fax it to 202.478.2950.