



Attorney General Josh Shapiro *Internship information*

Section Name: Human Resources Section: Operations Division

Office Description: The Human Resources Section maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations, human resources policies, programs, and practices.

Contact: Alixandra Eichelberger
AEichelberger@attorneygeneral.gov
(717) 857-2106

Location(s): Harrisburg

Hours per week: 12 +

Intern Roles/Responsibilities:

- Assist in benefits management including but not limited to: benefits enrollment and termination, and troubleshooting employee benefit issues;
- Assist in the recruiting and hiring process including posting job openings, reviewing resumes, and conducting phone screen interviews;
- Preparation of materials for new hire orientation;
- Research and data collection for various HR initiatives;
- Other duties as assigned.

Qualifications:

- Excellent analytical and problem solving skills;
- Proficiency with Microsoft Office applications;
- Excellent communication (written, oral, interpersonal) and organizational skills;
- Ability to handle sensitive information with the highest degree of integrity and confidentiality;
- Human Resources concentration preferred.

Application Requirements:

- Apply using our online application: <https://www.attorneygeneral.gov/the-office/employment/>
- Attach a resume, cover letter, and transcripts from all colleges attended.
- If selected, applicants will be required to submit to a thorough records check.