

<b>Job Title:</b>	Human Resources Intern	<b>Job Classification:</b>	Hourly Non-Exempt
<b>Department:</b>	Human Resources	<b>Reports to:</b>	TBD
<b>Primary Location(s):</b>	Vary	<b>Position Duration:</b>	Flexible
<b>Salary Range:</b>	\$11.05-\$14.95	<b>Position Type:</b>	Temporary
<b>HR Contact:</b>	Ofelia Rumbo	<b>Date Posted:</b>	

**BASIC CONDITIONS OF EMPLOYMENT:**

Basic Conditions of Employment form the fundamental performance requirements for continued employment. It is expected that all employees at Pro Cooperative perform their duties in a professional, courteous, and friendly manner; this expectation includes awareness of and high quality service to our customers, developing and maintaining job competence, ethical personal behavior, the development, and maintenance of supportive and caring relationships with others at work and basic professional behavior.

*Meeting these expectations is a minimum requirement for continued employment.*

**BASIC CONDITIONS OF EMPLOYMENT STANDARDS:**

1. **ENGAGED EMPLOYEES:**
  - a. Develop into successful long-term employee
  - b. Align with and carry out PRO's core values surrounding Customer, Community, Safety, Excellence & Integrity
  - c. Promote cross-functional training opportunity, effective mentorship, and innovation
  - d. Be honest. Hold yourself to consistent moral and ethical standards. Do the right thing even when no one is looking.
2. **SUSTAINABLE GROWTH:**
  - a. Sustain and build customer and supplier relationships
  - b. Identify and capture business development opportunities – internal and external
  - c. Execute customer and business objectives by delivering differentiated solutions.
3. **CUSTOMER FOCUS:**
  - a. Recognize customer opportunities and execute with confidence
  - b. Adapt to an ever-changing market and production environment
  - c. Maintain a keen sense of priorities, consistent with business and customer focus
  - d. Leverage PRO's footprint to maximize total customer business
4. **OPERATIONAL EXCELLENCE:**
  - a. Never compromise safety in the pursuit of margins
  - b. Advance cross-department collaboration through open and frequent communication
  - c. Clearly understand expectations
  - d. Efficiently manage supply chain value across all departments

**SCOPE AND PURPOSE:** To provide high quality, cost effective services to internal and external customers.

ESSENTIAL JOB FUNCTIONS AND STANDARDS:

I. Purpose: The position of a Human Resources Intern is of great significance to Pro Cooperative. This internship offers students interested in HR a unique opportunity to gain real world experience with a robust agricultural business. The individual selected for this position will work directly with the Human Resources Manager, engaging in crafting high-impact projects to drive strategic human resource initiatives.

II. Job Summary:

These are the **basic requirements** of the position and must be performed competently. Basic requirements include, but are not limited to the following:

- Analyze employee work duties to research, write, and review to create a comprehensive job description database.
- Evaluate company HR policies and procedures to ensure compliancy.
- Assist with administration of company-wide human resources policies, procedures, and practices in accordance with stated corporate objectives and federal and state legal requirements.
- Coordinate and/or conducts employee-relations activities and programs including but not limited to employee counseling, interpretation of policies, new employee orientation, and employee recognition programs.
- Coordinate programs to attract qualified candidates through the design and placement of position announcements, advertising, and/or participation in job fairs.
- Respond to inquiries regarding the organization's processes, policies, procedures, and programs.
- Assists in administration of company compensation and benefits programs.
- Work on a Human Resources related project during internship as approved by supervisor and present to Board of Directors and Pro Cooperative upper management at the end of internship.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.
- Comply with Pro Cooperative policies, including Pro Cooperative's safety policies

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ESSENTIAL JOB QUALIFICATIONS/PREREQUISITES:

1. Pursuing a Human Resources or Business related degree at a 4-year university, with junior or senior status.
2. A strong desire to work in an HR-related field, in the agriculture industry preferred.
3. Excellent organizational, problem-solving, and analytical skills. Proficient with MS Office.
4. Ability to manage priorities and work independently and as a member of various teams and committees.
5. Excellent written and verbal communication skills. Can effectively communicate with people at all levels and from various backgrounds.
6. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
7. Possess a valid driver's license and satisfactory driving record.

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Reviewed By:

Date:

Approved By:

Date:

Last Updated By: Ofelia Rumbo/HR Manager

Date/Time: 10/06/2017

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

*Employee (Print & Sign): \_\_\_\_\_ Date: \_\_\_\_\_*