

**POSITION:** T 2047

**POSITION TITLE:** STAFFING/HUMAN RESOURCE MANAGER TRAINEE OR INTERN

This position is designed to give the participant an in-depth view at the human resource functions in a staffing agency. They will learn about hiring, disciplining employees, payroll, data entry, customer service, basic human resource laws, basic risk management, and interviewing techniques.

**COMPANY TYPE:** Staffing Agency

**QUALIFICATIONS:** Experience/education in business administration or human resources. Letter explaining interest may be required. Several phone/Skype interviews will be required.

**WAGE:** \$1200 per month

**AVERAGE HOURS:** 32-40 hours per week

**FREQUENCY OF PAY:** Semi-monthly

**SCHEDULES:** Usually Monday-Friday, 8:00 a.m. – 5:00 p.m.

**APPEARANCE POLICY:** Business casual

**SICK/VACATION DAYS:** 6 sick days and 5 vacation days, plus some holidays

**MEAL CONDITIONS:** None provided

#### **LOCALE INFORMATION**

**LOCATION:** Provo, Utah

**TYPE OF AREA:** City of approximately 120,000, located at the base of Rock Canyon, approximately 70 km from Salt Lake City, which is one of the Top 15 Best Cities Globally with whom to do business. Utah is the #1 state for quality of life and for business and careers.

**WEBSITES:** <http://www.go-utah.com/provo>; <http://www.utah.travel/>; [www.skiutah.com/winter/index.html](http://www.skiutah.com/winter/index.html)

**INTERNET AVAILABILITY:** Available

**PUBLIC TRANSPORT:** Bus, taxi

**TRAVEL TO WORK:** Bus, walk, ride (varies depending on housing location)

#### **HOUSING INFORMATION**

**DOES EMPLOYER ARRANGE/ASSIST?** Yes. Employer will assist with the location of housing. Employer will also arrange temporary lodging for the first week.

**HOUSING COSTS:** \$550-650 per month (estimated)

**HOUSING DEPOSIT:** Varies by property. Typically one month's rent.

#### **ARRIVAL INFORMATION**

**AIRPORT:** Salt Lake City, Utah

**EMPLOYER PICK-UP:** Yes. With advance notice.