

## **Human Resources/Talent Management - Intern**

**Part-time Internship opportunity with a dynamic and multi-faceted resource for economic development in the St. Louis region.**

### **About Us**

**Since 1950, we have partnered with private and public organizations on hundreds of projects that have created thousands of jobs on both sides of the Mississippi River.**

**BSD operates with a focus on making a positive impact on the region and the nation, better connecting the Bi-State area to the rest of the world. We are impacting neighborhoods, large and small, in Illinois and in Missouri, with investments that are shaped by our unique perspective of the region and its potential.**

### **The Role**

We are looking for an Intern to support the Human Resources/Talent Management department and learn about Bi-State Development's different enterprises while developing a professional portfolio or sharing vast knowledge of HR expertise as a Relauncher. Through various hands-on learning opportunities, you will be able to contribute to projects that support organizational goals.

Paid internship, maximum of 20 hours a week.

## Responsibilities

**This position is unique to undergraduate and graduate students enhancing their understanding of Human Resources /Talent Management or Relaunchers (Retirees) who have a desire to share their knowledge, skills and abilities in the area of Human Resources/Talent Management.**

The objective is to develop goals and projects to gain a wide array of experience and or to share vast knowledge of experience as HR SME by working with all facets of Human Resources/Talent Management including Employee Relations, Talent Acquisition, and Performance Management. Work will include one or more of the following:

- Develop tools and solutions to help develop, engage, and retain team members
- Deliver solutions that build capacity and talent
- Host and/or facilitate in-person or virtual events
- Review data and conduct an analysis and recommendations based on the analysis
- Own and deliver on project(s) related to a specific facet of Talent Management and Employee Relations
- Participate in team and departmental meetings

## Knowledge, Skills, & Abilities

- People focused. Able to quickly and organically build relationships at all levels cross-functionally
- Ability to learn about the business, understand priorities and how Talent Management supports these priorities
- Eager to learn and take initiative
- Ability to exercise discretion, confidentiality and sound judgment
- Solid verbal and written communication skills
- Ability to manage multiple priorities/projects with superior attention to detail
- Adept at working in an office and virtual setting
- Intermediate skill in MS Office, specifically Outlook, Word, PowerPoint, and Excel
- Organizational skills and ability to drive initiatives from start to finish
- Ability to work independently and as part of a team collaboratively

## Education

**Degree** Pursuing a Master's Degree or Doctorate or under graduate degree with vast knowledge and years of experience in HR Professional

**Field:** Human Resources, Industrial Organizational Psychology, Organizational Development, Organizational Behavior, or similar

Bi-State Development is committed to providing an Equal Employment Opportunity experience for all employees, applicants, vendors and customers with an environment free of discrimination, harassment, and retaliation.