



Position Title: Intern, Human Resources (Unpaid/School Credit Internship)

Location: Santa Monica, CA

Reporting To: Director, Human Resources

Schedule

- Available: Immediately
- Duration of Internship: One semester (2 to 3 months).
- Days & Hours: Flexible: Monday – Friday 9am to 6pm (20–29 hrs per week)
- This is an unpaid internship for school credit. It's a great opportunity to get hands on experience with a major entertainment company.

Responsibilities

- Assist HR Director with recruiting process. Post new openings on various career websites. Sort resumes inboxes. Screen resumes and put into correct job folder. Set up interviews. Close out filled job files. Create new employee & intern files.
- Create Savings/401k folders for employees and new hire packets
- Research HR best practices and give recommendation to HR Director. Audit vacation, sick and floating holiday accruals for US employees. Also audit UK employee time off accruals. Other duties as needed.

Requirements

- Ideal student will be interested in a career in Human Resources. Must be enrolled in school and be able to provide proof of school credit.
- Business, Human Resources Communications, Psychology majors ideal but will consider other majors as well.
- Strong attention to detail, good follow through skills, great communication and multi-tasking skills. Can-do attitude with a strong sense of Customer Service and Confidentiality.
- Thrives in an entrepreneurial fast paced environment and can wear many different hats as needed
- Proficient in Word, Excel and Internet savvy

To Apply

- Please send resume & cover letter to internships@miramax.com
- Subject line: "Intern – Human Resources"