Human Resources Initiatives in Smithsonian Facilities

Project Name: Human Resources Initiatives
Number of weeks: 10-16 weeks Hours: 32-40 hours per week
Location: 600 Maryland Ave. SW, Washington

PURPOSE OF SF INTERNSHIPS AT THE SMITHSONIAN

The primary purposes of the Smithsonian Facilities (SF) Human Resources (HR) internship is to provide a practical learning experience in human resources, including recruitment and staffing, workforce planning, training, performance management, and employee relations. Learning experiences will vary according to the specific area of study, academic requirements of the university, and professional goals of individual students.

PROJECT DESCRIPTION

Students will learn about SF’s human resources and personnel management functions. The intern will assist in researching, reviewing, and updating information. They will also assist in policy and procedure development. This is an excellent opportunity to gain practical knowledge in the daily operation of a human capital office.

STUDENT RESPONSIBILITIES

Students will engage in activities, which contribute to the smooth performance of the specific internship experience. Depending on the internship experience, students will be expected to demonstrate abilities from among the following: oral and written communication, leadership, initiative, self-monitoring, and subject matter knowledge.

SUPERVISORY RESPONSIBILITIES

Supervisor will provide students with assignments and activities, which will provide the opportunity for the student to learn about, and participate in a professional capacity in the management of human resources functions and operations. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in HR-related matters, and the provision of resources, time, and support to facilitate the successful completion of the assignments.

PROJECT OUTCOMES

1. Review and update HR-related files and records.
2. Assist in the review and establishment of policies and procedures.
3. Presentation to SF senior staff of final project (including process used, results obtained, benefits to SF and suggested follow-on work)

LEARNING OBJECTIVES

1. Hands-on experience.
2. Understanding HR systems, policies, procedures and how they are used in Smithsonian’s daily operations.

Visit our website for more information. | E-Mail: S_internship@si.edu