Title: Human Resources Co-op  
Location: Northern, NJ  
Job Type: Summer Co-op/Internship  
Compensation Type: Hourly  
Start Date: Currently accepting resumes for May 2016 start date  
Application Deadline: 5/16/2016  

Job Description:  
The selected HR Co-op will be primarily responsible for supporting the Human Resources function performing basic employee relations tasks, reporting to the Human Resources Supervisor. He/she will also provide reports and related support tasks.  

Primary Responsibilities:  

• Assist with creating ER reports and presentations, analyze trends, and communicate with HR Supervisor.  
• Confer with HR Supervisor to document and track supporting ER decision-making information.  
• Work with HR Supervisor to address employee workplace questions, issues, and concerns.  
• Design reports to effectively convey information.  
• Balance multiple projects to meet stakeholder goals and expectations.  
• Respond to requests for information and attend meetings and create presentations when requested.  

Qualifications:  

Primary Skills:  

• Microsoft Office: Word, Excel, PowerPoint (Intermediate to advanced)  
• Ability to prioritize work  
• Willing to work with all levels of leadership  
• Ability to multi-task, work on multiple projects and give status updates  
• Strong communication skills, including the ability to develop relationships with customers  
• Attention to detail  
• Gathering report information and creating reports
**Additional Skills:**

- Previous office or corporate environment experience helpful
- The selected Co-op must possess excellent verbal and written communication and have experience with the following skills:
  - multi-tasking
  - planning
  - organizing
  - decision making
  - problem solving
  - accountability
  - initiative

**Education:**

The desired HR Co-op must be currently enrolled in a degreed college/university program majoring in Business, HR, or related discipline while working at UPS. Completed coursework can include ethical leadership and socially responsible action, global and multi-cultural understanding and appreciation, research, presentation, and interpersonal communication effectiveness, and conceptual, analytical, critical reasoning, and problem solving competence.

**BASIC QUALIFICATIONS:**

- Must be a U.S. Citizen or National of the U.S., an alien lawfully admitted for permanent residence, or an alien authorized to work in the U.S. for this employer.
- Student currently enrolled in a degreed college/university program, or graduated from a degreed college/university program within the last 24 months.
- Able to work 15-20 hours per week while school is in session, and 40 hours per week during the summer months in Northern New Jersey.
- Now or in the future UPS employment sponsorship, such as H1B, TN, J-1, F-1, etc., is not needed in order to start or continue temporary or permanent employment with UPS.

**OTHER CRITERIA:**

- Employer will not sponsor visas for position.
- UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity.

**Application Instructions:** Send resume to ISRecruiter@ups.com.