



Internship and Career Services Industry Guide: Human Resources

OVERVIEW

Each company has its own unique culture. It encompasses the values, visions, ideals, norms, working language, systems, and habits of a group who work together. A good Human Resources (HR) employee develops and manages the company's culture. They recruit new hires, maintain benefits and payroll, mediate conflict, and engage in training and development. Their role is at the core of a company's success.

WHAT DOES AN HR REPRESENTATIVE DO?

For anyone interested in a career in HR, there are many areas to choose from when it comes to careers. You can stay a generalist and climb the career ladder into a management role, or you can distill the aspects of the career you like best—teaching people, negotiating, the technical aspects, etc.—and become a niche specialist.

CAREER PATHS IN HR

HR Manager	HR Managers direct and coordinate the administrative functions of an organization. They oversee HR Specialists in their duties, consult with executives on strategic planning, and link a company's management with its employees.
HR Specialist or Generalist	Generalists and Specialists are responsible for recruiting, screening, interviewing, and placing workers. They may also handle employee relations, payroll and benefits and training.
HR Administration Assistant	HR Administration Assistants are responsible for assisting HR specialists with recruiting, screening, and payroll. Additionally they will handle data entry, filing, and sorting.
Employee Education Consultant	An EEC will hold workshops, classes, and conferences aimed at increasing employees' skill sets and knowledge—but without the full-time commitment. Companies hire them on a contract or retainer basis to help improve their employees' skills.
Human Resources IT Specialist	HR IT experts could be software developers, systems administrators, IT architects, or have another level of technical expertise that can be applied to a company's human resources systems.
Nonprofit Human Resources Expert	A nonprofit HR expert could be a recruiter, a HR manager, or any other HR professional operating within the nonprofit field. They have many of the same tasks as an expert working in a for-profit role, such as recruiting, administering benefits, training and development, assisting with policies and strategy and more.

HR Consultant	HR consultants may specialize in a variety of fields, including benefits, employee incentives and rewards programs, company culture after mergers and acquisitions, employee motivation, retirement plans, recruiting, and even the outsourcing of any of the many functions of an HR department.
International Human Resources Professional	The job of the international human resources professional may involve recruiting candidates into global positions, training and developing standards across an international organization, implementing benefits plans as national laws allow, labor relations, employee programs, and many more.
HR Training & Development Manager	HR training and development managers help employees improve their skill sets and careers. They do this by training employees in specially-held classes, workshops, conferences, and other kinds of gatherings.
HR Executive Recruiter	HR executive recruiters are tasked with finding and filling job openings for senior executives, the so-called C-level executives including CEOs, as well as people in vice president positions.

FINDING A JOB IN THE HR FIELD

Below are some steps to get you started towards an exciting career in HR!:

Specialized Job Boards: In addition to career sites, there are online job board resources that are more specific to the HR field. **The Society for Human Resource Management (SHRM)**, for example, offers a job board that is primarily for HR professionals.

Internships: If you're still a student or just out of college, an internship in an HR department can provide the relevant experience you need for your HR job search. Research organizations you're interested in and find out if they offer internships or unpaid work experience.

Explore Entry Level Openings: With limited experience and skills (but limitless enthusiasm), you're looking at an entry level, foot-in-the-door job, not an executive level position. Your goal should be to gain the skills, knowledge, and experience that will help prepare you for higher level roles.

Make the Right Connections: Connect to alumni and current professionals in HR and let them know of your interest in moving into a career in HR. Connect with campus organizations dedicated to the field you're interested in. Set up a professional profile on a site like LinkedIn and actively promote yourself, reaching out to leaders at companies you're interested in working for. Explore professional networking events that put prospective employers in touch with potential new hires.

Join a HR Management Association or Society: By joining a association or society, you'll become part of a community. This will enable you to keep current with the latest industry trends, network with experienced HR professionals, and learn about potential opportunities.

Online Resources:

[Internship & Career Services: Guide to Professional Success PDF](#)

[HR Associations & Groups \(fuseworkforce.com\)](http://fuseworkforce.com)

[Indiana Internships \(indianaintern.net\)](http://indianaintern.net)

[HR JOBS Job Board \(jobs.hrjobs.com\)](http://jobs.hrjobs.com)

[iHireHR Job Board \(ihirehr.com\)](http://ihirehr.com)

[HRCrossing Job Board \(hrcrossing.com\)](http://hrcrossing.com)

[HR Resume Samples & Tips \(livecareer.com\)](http://livecareer.com)