



Human Resources Intern

Leidos

Gaithersburg - MD (United States)

Internship

Job #: R-00053893-OTHLOC-PL-2D1012

Location: Gaithersburg, MD

Category: Intern Other

Schedule (FT/PT): Full Time

Travel Required: No

Shift: Day

Potential for Telework: No

Clearance: None

Referral Eligibility: Ineligible

Group: Corporate

Job Description

Leidos has a job opening for a Human Resources Intern in Reston, VA or Gaithersburg, MD.

JOB DESCRIPTION:

The Corporate College Recruiting Team has a summer opening to support the Leidos College Recruiting program. This program is responsible for over 800 college hires annually. The program develops strategy for the hiring of both interns and new grad full time positions, then executes on the strategy to achieve the hiring needs of the enterprise. The College Strategy is a key area of visibility for the corporation.

PRIMARY RESPONSIBILITIES:

The candidate will develop metrics and reports in regards to hiring details of the intern and new grad positions to include detailed information such as degree, school attended, graduation and more.

The candidate will work with the Director of the College Program to continue to enhance the new College Recruiting Internal College Site and develop new tools to roll out for use during the 2019-2020 College Recruiting Season.

Develop employee surveys to distribute to employees to measure the satisfaction of the new employee process and the area of work during their period of employment with Leidos. Candidate will also accumulate the results and analyze the information being returned and make assessments and any recommendation that might increase the employee experience.

Candidate will design a quarterly newsletter and format that will be used to communicate with Leidos Interns who are returning to campus/grounds to continue their education. This will be a product that will be sustainable over time and would only need updated with new information quarterly.

BASIC QUALIFICATIONS:

- Pursuing a BA in Human Resources, BA in Business or a related technical degree, with an average 3.0 GPA.
- Proficient with Microsoft Office Suite including Excel, Word and PowerPoint.
- Working understanding of Website design and usage.
- Strong writing and editing skills, good communication skills and ability to effectively reason through tasks and decisions.
- Ability to confidently present work to peers, leadership and executives through concise and direct communication.
- US Citizenship is required.

PREFERRED QUALIFICATIONS:

- Experience or working knowledge with Microsoft Publisher. Understanding of how to use pivot tables.

TO APPLY:

<https://careers.leidos.com/jobs/6645277-human-resources-intern>