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# Example of HR Student Job Description

Our innovative and growing company is looking for a HR student. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR student

* Develop supporting tools for Solution and Component Management (IT4IT) within the team
* Support some activities of Global Cloud Implementation project
* Participate to a team leveraging Lean IT and Agile methods
* Supporting the HR Team in major Change Management activities, such as “PT Productivity”, supporting by Diversity and Inclusion and Implementation activities linked to Leadership, Decision Making and Mindset
* Reviewing and upgrading existing Training Material for Management & Leadership Trainings
* Supporting the PT HR Team in HR Annual Planning Project activities
* Supporting the PT HR Team in further administrative and organizational activities as part of their interaction with the business and various HR functions
* Support IT employee development programs and initiatives in collaboration with HR to ensure a cohesive learning approach for employees
* Lead the creation of creative eLearning content for Group Informatics
* Responsibility for the content of Group Informatics’ global employee development portals

## Qualifications for HR student

* Enrolled in University in areas of HR, Economics, Business or related fields
* Candidate should be pursuing a degree in Human Resources, Business Administration, Industrial Engineering or related fields - Advanced level of English
* Proactive approach with good communication skills
* Intermediate Italian and English (at least B1 level) is a must
* Support of the Recruiting Managers in their daily business (Identify and approach candidates)
* Reporting and assurance of data quality (Coordinate, collect and prepare)