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# Example of HR Student Job Description

Our growing company is looking to fill the role of HR student. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR student

* Acquire knowledge of our e-recruitment tool Taleo
* Work with HR experts around you to put their knowledge and skills into easy to consume and relevant training material, courses and curricula for onboarding new colleagues, career development
* Support the design and development of learning material for virtual live and e-learning
* Keep our HTML-based platform “Jam” up to date
* Integrate HR research and thought leadership into our training and development approaches
* Use modern and innovative learning and development technology and tools
* Performs as the Humans Resources (HR) technical expert in support of the Bureau of Reclamation and Department of the Interior (DOI) HR Information Systems, Intranet development and maintenance, and other initiatives in various stages of implementation or yet to be announced
* Applies software development methodologies to develop, modify, integrate, and implement external systems with internally-developed systems, modifying internal operation procedures and systems
* Researches, designs, develops and works with the Regional Webmaster in writing and editing new and/or updated sections or features for the HR Intranet site
* Employer branding & Recruitment advertising (in week 27-29)

## Qualifications for HR student

* Strong analytical skills, proactivity and result-orientation
* HR administration daily activities
* Working with HRIS tool
* Partner of payroll
* Degree in HR or Economics
* Fluent English and Italian – both written and spoken