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UNIVERSITY  
NEW ORLEANS

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## INTERNSHIP ALERT

**Organization:** United Nations Foundation

**Job Title:** Human Resources Intern (other internships available; see link below)

**Majors:** All

### Duties and Responsibilities:

- Support recruitment to include but not limited to background and reference verifications and screening, resume screening, responding to employment inquiries, and maintaining online applications and job announcements
- Responsible for HR Intranet to include job postings, general information, and updating of internal Facebook
- Work in conjunction with team on employee activities and events
- Maintain confidential employee information and employee files
- Conduct orientation as part of employee on-boarding process
- Provide administrative support to members of the team as needed, and other projects and duties as assigned

### Requirements:

- Applicants should be enrolled in a degree-granting program in an undergraduate or graduate school during the internship
- Excellent communication skills, both written and oral
- Ability to take initiative, self starter with a dynamic outgoing personality
- Ability to maintain confidential information required
- Background knowledge in human resources highly preferred

**Organization Description:** The United Nations Foundation (UNF) and the Better World Fund (BWF) were established in 1998 to administer Ted Turner's unprecedented gift of \$1 billion in the service of global causes. UNF promotes the well-being of the global population, the responsible stewardship and preservation of the world's climate and essential ecosystems, the protection of human rights, and peaceful coexistence by strengthening the United Nations as a vehicle for promoting international cooperation through providing grants to UN agencies, funds, and programs for work in the areas of population, children's health, the environment, and peace, security, and human rights. BWF complements the work of UNF through support of selected programs designed to strengthen the relationship between the United States and the United Nations.

**Hours/Wage:** full and part-time paid and unpaid internships      **Location:** Washington, D.C.

**How to Apply:** Send current résumé and cover letter addressed to intern administrator stating your purpose for obtaining this internship. Please apply online at [http://www.unfoundation.org/about/about\\_internship.asp](http://www.unfoundation.org/about/about_internship.asp); only completed packages will be considered. Please select the "Operations" department from the drop down list. Only **electronic** applications will be accepted

**Posted:** March 24, 2008

### Career Development Center

Second Floor, Danna Center  
(504) 865-3860 [career@loyno.edu](mailto:career@loyno.edu)

[WWW.LOYNO.EDU/CAREERSERVICES/](http://WWW.LOYNO.EDU/CAREERSERVICES/)

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