

## **2026 Syracuse University Summer Internship Program Syracuse University Human Resources Job Description**

Student intern(s) will:

- Receive an introduction to the Human Resources department
- Shadow Human Resources employees in their day-to-day operations
- Learn about how the Human Resources department works with other departments at the university
- Learn about and be held to workplace expectations including, but not limited to:
  - Arriving on time
  - Reporting to a supervisor
  - Following directions
  - Being held accountable to colleagues and supervisors
  - Innovative and solutions-oriented thinking

Summer 2026: All student interns will earn \$16.00 per hour worked. The position will begin on July 1 and run until August 7. Students will work Monday through Thursday from 8:30 a.m. to 3:30 p.m.

Student(s) will work in the following location:

**Syracuse University Human Resources  
621 Skytop Road, Suite 1001  
Syracuse, NY 13244**

Responsibilities are specific to location, but may include:

- Learning best practices for working on a professional team
- Computer-based tasks such as data entry, document management, and file organization
- Assisting with basic data research and information gathering
- Collaborating with staff across the university to support HR events and initiatives
- Supporting event coordination, setup, and day-of assistance
- General office support work
- Additional duties as assigned

Required Qualifications:

- A good candidate for the job is eager to learn, a good listener, and able to work independently once they are given the tools and direction to do so
- The ability to read, write, follow instructions, and communicate clearly

Other Requirements:

- Operation of necessary equipment in relation to job
- Wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)