Paid Internship Opportunity

Payroll Internship, HR, Las Vegas Valley Water District

**Posting ID:** HC-041619-PD-b

**Employer Name:** Las Vegas Valley Water District

**Employer Website** www.lvvwd.com

**Internship Job Title:** Payroll Internship in Human Resources

**Internship Location:** Valley View Campus

**Salary:** $12 - $18 an hour (Not for Credit)

**Required Hours:** Up to 25 hours a week

**Seeking Majors in:** Accounting, Finance, Economics, Information Management, Business Administration, and Management, or other closely related majors.

**Class Standing:** Sophomores, Juniors, and Seniors

**OVERVIEW**

Reliable, quality water. Service. Sustainability. That's what the Las Vegas Valley Water District (LVVWD) has delivered to the desert community for more than 60 years. A not-for-profit water utility, LVVWD began providing water in 1954 to a service area of around 45,000 residents. In the more than 60 years since, change has been the only constant. In 2002, the district's service population surpassed 1 million people. The Water District has kept pace, building and responsibly maintaining the city's water delivery system and serving customers through periods of extraordinary growth and community development—using sustainable technologies such as solar power and alternative-fueled fleets to increase efficiencies and manage costs of water delivery in the desert. In 2017, the Water District was awarded first place in the Government Green Fleet Award rankings for its efforts to build a fleet of alternative-fueled vehicles and other environmental best practices.

**INTERNSHIP ROLES AND RESPONSIBILITIES**

The Human Resources Department has a Payroll Internship position available for the Summer and Fall 2019 semesters. Human Resources has a wide range of disciplines and responsibilities. Traditional HR related rolls such as Recruitment, Benefits Administration, and Employee Services are complemented by disciplines such as Payroll, Human Resource Information Systems, and Training & Development. All members work in a team oriented & collaborative environment. Teams use the agile methodology for managing their projects and day-to-day work. Teams work together in partnership to accomplish the goals of the organization. An Intern Position in HR will be brought into the team as a valued member of the team with a strong focus on learning and applying knowledge gained during their education to real world scenarios.

The specific roles and responsibilities will vary depending on experience; the responsibilities may include payroll entry and audit, testing of HCM system configuration, following payroll processing guidelines, and using reporting tools. Responsibilities will be matched to level of education and previous course work. The focus will be on learning and applying skills through a team-based approach working directly with Human Resources, HRIS, and Payroll staff.
REQUIRED SKILLS AND EDUCATION

Knowledge of Human Resources and/or Payroll related techniques and concepts are preferred. A working knowledge of Excel is required.

HOW TO APPLY

All interested applicants should send their resume and cover letter to Lyndsi Majewski at lyndsi.majewski@lvwvd.com to be considered for the position. Please indicate “Honor’s College Internship” in the subject line. The deadline for applying is Friday May 17, 2019.

MAIN CONTACT

Lyndsi Majewski, Human Resources Technician
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