

**Minnesota Children's Museum  
Internship Position Description**

**Position Title:** Human Resources Intern  
**Department:** Finance and Administration  
**Supervisor Title:** Vice President of Finance and Administration  
**Classification:** Temporary, part-time (10-12 hours per week/10 weeks)

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**Institutional Mission**

Sparkling children's learning through play

**Position Summary**

This position is responsible for assisting the Vice President of Finance and the Payroll and Benefits Administrator with various projects related to human resources administration at Minnesota Children's Museum.

**Major Job Accountabilities**

This is an estimate of the duties to be included in the internship. The exact duties and projects will be determined by mutual agreement of the intern and museum staff. All duties will be carried out with the direction and supervision of Museum human resources staff.

% of Time

- 40% Manage the job posting process – including receiving available position descriptions, posting jobs on numerous sites, and keeping job posting information current.
- 20% File flexible spending account paperwork and do month end balancing.
- 20% Create personnel files for new employees, oversee background check completion.
- 20% Other HR tasks as assigned.

**Knowledge, Skills and Abilities Required**

1. Formal, post-secondary coursework related to human-resources.
2. Skill in coordinating tasks and projects.
3. Ability to write well and efficiently in a business style.
4. Skill in using computers, particularly word processing.
5. Ability to work independently and effectively after being given clear direction.

**Training Provided**

1. Intern Orientation
2. Policies and practices of the human resources administration in a nonprofit cultural institution.
3. Confidentiality practices.