



## **Job Posting Talent (HR) Intern**

One Community Bank is seeking a part-time Talent (HR) Intern to join our team in McFarland, WI. Interested candidates should submit their resume or application to Talent at [careers@onecommunity.bank](mailto:careers@onecommunity.bank).

The one bank that's different from other banks. We began as a single location serving the Oregon, Wisconsin, community back in 1976. Since then, One Community Bank has grown to serve 11 locations in Oregon, Adams, Grand Marsh, McFarland, Middleton, Oxford, Stoughton, Sun Prairie, and Waunakee. Come grow with One Community Bank! **We have been voted Best Place to Work three years in a row!**

### **Summary:**

We are looking for an aspiring HR professional to be our Talent Intern. In this position, you learn the ins-and-outs of the HR department. While learning and gaining human resources experience is your primary concern in this role, you will also perform a variety of administrative duties connected with recruiting, onboarding, and retaining great colleagues at One Community Bank. Our ideal applicant is currently completing a degree in HR or business administration.

### **Essential Duties and Responsibilities include the following:**

- Posting open positions on our website and job boards
- Scheduling phone and video interviews
- Processing background screenings
- Drafting offer memos, welcome letters and separation paperwork
- Participate in interviews
- Send out birthday and anniversary emails
- Post news articles to ONE World
- Performance review reminders to supervisors
- New employee paperwork
- Benefit enrollment processes
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned as necessitated by business demands.

### **Desired Qualifications / Skills / Abilities:**

- Currently pursuing a degree in human resources or business administration
- Excellent customer service skills
- Ability to keep information confidential

- Strong problem-solving skills
- Advanced Microsoft Office skills