**Job Posting – HR Intern**

# Who We Are:

WTVS Detroit Public Television (DPTV) is the viewer-supported PBS member station serving the nation's 11th largest television market. We operate Channels 56.1, 56.2 Detroit PBS Kids, 56.3 Create and 56.4 World, and are carried on cable and satellite systems throughout Southeast Michigan and over a thousand communities in Canada. We also operate WRCJ 90.9 FM, the classical and jazz radio station licensed to the Detroit Classical and Jazz Educational Radio, LLC. Our vision is to educate, entertain and inspire, in partnership with our community.

DPTV is notably active in the community producing [local programs](http://www.dptv.org/programs/programs-a-to-z/) that showcase arts, culture, news and analysis; and [educational outreach campaigns](http://www.dptv.org/education/) that use the power of media to provide knowledge and understanding.

Detroit Public TV is built on relationships, and fosters the relationships it has with employees. We are committed to providing a creative and professional work environment with comprehensive benefits to support a positive work environment. We strive to maintain a diverse workplace representing the communities that we serve.

We are actively pursuing dynamic and diverse team members to join us in the role of Unpaid Human Resources Intern in Wixom, MI.

**What You’ll Do:**

The Human Resources Intern will support Human Resources initiatives including recruiting, onboarding, training and development, performance management, benefits administration, and employee relations.

**Essential Functions:**

* Provide support to employees by answering questions regarding policies and procedures
* Support recruiting activities
* Coordinate intern recruiting and onboarding
* Benefits administration and support
* Maintain employment records and associated files
* Coordinate, organize and plan employee events
* Other duties and special projects as assigned

**Skills:**

* Excellent interpersonal and communication skills.
* Ability to convey a positive and professional image to applicants, employees, and the general public
* Ability to maintain absolute confidentiality in all matters
* Strong organization and time management skills

**Qualifications:**

* Enrollment in a university or recent graduate required
* Pursuing a Bachelor’s degree in Human Resources, Business, or related field
* Ability and willingness to work 15-20 hours per week, 3 days/week, for a period of 16 weeks
* 1+ years of experience with Microsoft Outlook

**What You’ll Get:**

* Opportunities to participate in personal and professional development programs.
* Opportunities to serve our mission and community.
* Great work environment.

**Intern applicants must be currently enrolled at a college or university, or have recently (within past 6 months) graduated with a relevant degree.  The internship program is unpaid and focused on education and training.**

**How to Apply:**

Send resume and cover letter to:

[HumanResources@dptv.org](mailto:HumanResources@dptv.org)

**Human Resources  
WTVS Detroit Public Television  
1 Clover Court  
Wixom, MI 48393-2247**

\*No telephone calls or third parties. Please include the title of the position in the subject line of the email.

Posting Date: 10/6/2019

Detroit Educational Television Foundation, d/b/a Detroit Public Television and WRCJ FM 90.0, is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability status, marital status, military status, or protected veteran status. Employment decisions at Detroit Public Television will be based on merit, qualifications, and abilities.  The specific statements above are not intended to be all inclusive.