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TRANSPORTATION FOUNDATION OF LOS ANGELES

Personnel Assistant Intern

**DESCRIPTION**

This position is in a municipal setting in the City of Los Angeles, and is a paid internship in the field of Human Resources and Personnel. Duties include:

Coordinate various internship programs; assist with recruitment; develop internal policies and procedures relating to personnel; coordinate and host meetings for personnel liaisons; review hiring material; assist with office optimization; and other personnel related functions. Workers Compensation coordination, outside employment coordination.

**Currently enrolled students with a 3.0 minimum GPA are encouraged to apply** by sending a resume, cover letter, and a copy of your unofficial transcript verifying GPA. Send applications to TFLAinternships@gmail.com.

**SALARY:** $16/HR

**hOURS:** 15-29 HRS/WEEK

**LOCATION:** Downtown Los Angeles

**DESIRED CLASS LEVEL(S):** Junior, Senior, Graduate Student

**QUALIFICATIONS:** Related Majors with 3.0 or higher GPA's and minimum six months until graduation.

**Contact info:**

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Program Manager

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