



CITY OF ALEXANDRIA

## Intern I

Paid Internship: Yes  
Starting Salary: \$15.17  
Hours Per Week: 40

### **Opportunity:**

The City of Alexandria has an opportunity for a **Paid Intern I**. This intern will work closely with the Employee Relations and Talent Management team in the areas of Training & Development.

### **Responsibilities:**

The intern will perform a combination of transactional and entry level analytical work. The transactional work includes coordinating training files, processing tuition reimbursement requests, contacting city staff following-up on their tuition assistance requests, performing analysis on pre-post training assessments, coordinating new employee orientation, assisting with communications with HR liaisons, developing certificates for various training programs, evaluating and analyzing transactional training process to improve efficiency and performance of the Training & Development unit.

### **Working Relationships:**

The intern will work closely with the management group of the Employee Relations and Talent Management team with supervision and guidance provided by the Assistant Director of Employee Relations and Talent Management and the HR Manager, Training and Development.