

## Human Resources

### Entry Level Positions

Human Resources Assistant, College Recruiter, Benefits Assistant, Staffing Manager, Testing Assistant, Assistant Benefits Administrator.

### Duties

Visit job fairs and campuses to recruit candidates; cold call perspective employees and check references; maintain database; assist in orientations for new employees.

*Caveat:* You will not necessarily be dealing with people most of the time! You may be dealing with issues that affect people: legal, safety, disciplinary, morale or diversity issues. There is a lot of paperwork.

### Graduate Programs

Emmanuel College, Manhattanville College, New York Institute of Technology, Rochester Institute of Technology, Fairfield University, Lesley College, Long Island Univ., Suffolk Univ., Univ. of Delaware Certificate programs in Benefits, Training.

### Internships

[www.udel.edu/CSC/intern.html](http://www.udel.edu/CSC/intern.html)

Personnel Office at U.D., local staffing services, Adapta Staff, Consumer Protection Division (MD Attorney General's office), American Red Cross, arrange internship with local company.

### Getting Hired

Look for ways to transfer into the HR department at the company where you are currently working. Work for a staffing agency to get valuable training. Work as an administrative assistant in the HR department.

### Web Sites and Resources

[www.udel.edu/CSC/netresources.html](http://www.udel.edu/CSC/netresources.html) - UD's Internet Resources page

[www.nationjob.com/hr](http://www.nationjob.com/hr) - Nation Job Network- Human Resources Jobs Page

[www.shrm.org](http://www.shrm.org) – Society for Human Resource Management

[www.astd.org](http://www.astd.org) - American Society for Training and Development

[www.hrps.org](http://www.hrps.org) - HR People & Strategy

<http://www.jobs4hr.com/>